

PEN-MAR REGIONAL ASSOCIATION OF REALTORS®, INC.
INSTRUCTIONS FOR USE
NOTIFICATION OF CHANGE

This form is to be used to notify the Association office of the following changes:

ADD TO ROSTER FOR NEW LICENSEES

Within fifteen (15) calendar days from the date on which a Designated REALTOR® (BROKER/DR) receives from the Maryland/Pennsylvania Real Estate Commission (Commission) the license of an agent, or certified or licensed appraiser affiliating with the Broker's/DR's firm, the application for Membership along with the Application fee must accompany this Notification of Change. If the agent is being reinstated, a reinstatement fee and/or any outstanding amounts owed, if applicable, must be paid at time of submittal of completed paperwork.

CHANGE OF ADDRESS, DESIGNATED REALTOR®, NAME and/or PHONE #

To change the appointed Designated REALTOR®, name, phone number or address of Members, please complete the appropriate line(s) of this form.

DELETE FROM ROSTER

Within fifteen (15) calendar days from the date on which a licensee affiliated with the BROKER'S/DR's firm has his license placed on inactive status with the Maryland and/or Pennsylvania Real Estate Commission, the BROKER/DR shall attach to the Notification of Change form one of the following documents:

- (1) A copy of a signed letter from the agent to the Commission requesting that his/her license be placed on inactive status, **or**
- (2) A copy of the completed License Change form transmitted to the Commission along with the agent's wall license and pocket card.

If proper paperwork is not available for BROKER/DR to terminate licensee, the BROKER/DR shall attach to the Notification of Roster Change Form, a detailed letter of explanation of circumstances of missing paperwork and a copy of the letter of termination to the agent.

Failure to comply with the above requirement shall result in an additional dues assessment against the BROKER/DR per the Policy and Procedures Manual of the Association.

An Affiliate who wishes to terminate his/her membership needs to submit a copy of the Notification of Change form and give a brief explanation why in the space provided.

TRANSFER OF MEMBER

Within fifteen (15) calendar days from the date on which a licensee affiliated with the Broker's/DR's firm has his license transferred from one office to another, the BROKER/DR shall attach to the Notification of Change form the following document:

A copy of the completed License Change form transmitted to the Commission.

The Broker of Record will be invoiced for a Licensee Transfer fee for each Licensee transferring to his/her office when completed paperwork is received at the Association office.

An Affiliate's membership is non-transferable if dues are paid by the "Company", unless the Affiliate has the "Company's" permission in writing to transfer the membership to the "New Company". A copy of the letter stating the transfer must be submitted with the Notification of Change form.

THIS FORM MUST BE SIGNED BY THE LICENSEE/AFFILIATE AND/OR THE BROKER/DR TO BE EFFECTIVE. THE BROKER IS RESPONSIBLE FOR ALL DUES AND FEES FOR ALL LICENSEES ASSOCIATED WITH THEIR FIRM.

VERBAL INSTRUCTIONS FOR ADDITIONS, DELETIONS OR TRANSFERS
OF MEMBERSHIP WILL *NOT* BE ACCEPTED.