



GREATER KALAMAZOO ASSOCIATION OF REALTORS®
TRANSFER / TERMINATION FORM



TO BE COMPLETED BY PRESENT OFFICE

Member's Name: _____

Member ID Number: _____
(K Number)

Office Name: _____

- Transfer Date: _____
 - Termination Date: _____
- >Date License Sent to State _____

BROKER COMMENTS: _____

Steps to Changing Offices:

- Send license to State with State's Transfer Form to receive new Pocket Card and Wall license.
- Update e-mail address and Contact Phone numbers.
- Return Keyboxes to Broker **before transfer is complete.**

BROKER'S SIGNATURE _____

TO BE COMPLETED BY NEW OFFICE:

Transfer Effective Date: _____

New Office: _____

New e-Mail Address: _____

New Contact Phone Numbers: _____

BROKER'S SIGNATURE _____

GKAR OFFICE USE

- e-Bearings
- Computer
- Invoice # _____
- File

Prior Broker – Send Signed Copy to GKAR
 New Broker – Send Signed Copy to GKAR
 Prior and New Broker Retain File Copy
 Transferring or Terminating Member Receives One Copy
 Fees: Termination – No Fee
 Transfer - \$10.00 (\$5.00 If to Branch of Same Firm)