

JEFFERSON COUNTY BOARD OF REALTORS®
MEMBERSHIP CHANGE REQUEST
FAX TO: (636) 789-2703

Instructions:

- Section A: Use to notify the Board when a member is transferring to your firm or changing offices within your firm. Either former or new broker must sign this section.
- Section B: Use to notify the Board if a member is surrendering his or her license to the Missouri Real Estate Commission. This section is mainly completed when a member is inactivating his or her real estate license. The current broker must sign this section.
- Section C: Use to notify the Board if a member is going on waiver with the MLS. A MARIS waiver form must accompany this form. This section may also be used to notify the Board that a member is going into a referral or holding company. The current broker must sign this section.
- Section D: Use to make administrative changes such as change of address, telephone number, etc. These are changes that do not affect the member's MLS status.

PLEASE PRINT

Section A (Transfer)

Member Name*: _____ Date: _____
Transfer From Firm: _____ Office Id: _____
Transfer To Firm: _____ Office Id: _____
Broker's Signature: _____

*If you have a Supra key, please return it to the Board office. Otherwise, Supra will continue to bill you for it.

Section B (License Surrendered to MREC)

Member Name*: _____ Date: _____
License Number: _____ Date Surrendered: _____
License Type: Salesperson Broker/Salesperson Broker
Broker's Signature: _____

*If you have a Supra key, please return it to the Board office. Otherwise, Supra will continue to bill you for it.

Section C Request For: (Check one.) Waiver Referral Status

Member Name*: _____ Date: _____
If going on waiver, the MARIS waiver form must be completed.
If going on referral or in holding, where license will be held: _____
Broker's Signature: _____

*If you have a Supra key, please return it to the Board office. Otherwise, Supra will continue to bill you for it.

Section D (Administrative Change)

Member Name: _____ Date: _____
Firm: _____
Change: (Check all that apply.) Address Telephone Name Other _____
Old: _____
New: _____
Signature: _____