

**Pen-Mar Regional
Association of REALTORS® , Inc.**

NOTIFICATION OF CHANGE FORM

Name

New Billing Address

New Office Name/Address

Cell Phone #

Office Phone #

Email Address

MANDATORY FOR ALL CHANGES

LICENSE NUMBER: _____

PLEASE CHECK **ALL** BOXES THAT APPLY:

_____ **ADD TO ROSTER**
*New Licensee (Month/Day/Year First Licensed) _____
**TRANSFER New Firm _____

_____ **DELETE FROM ROSTER**
*License returned to Commission Date: _____
**TRANSFER Reporting Firm: _____
Escrow/Referral (Name of Referral Company): _____

_____ **CHANGE OF NAME**
New Name _____

_____ **CHANGE OF HOME ADDRESS**
New Address _____

_____ ***CHANGE OF DESIGNATED REALTOR®**
New "DR" _____

* Signature required from Broker or Designated REALTORS®, for licensees only.

** Two Signatures required from Broker or Designated REALTORS®, one from each office, for licensee transfers.

DEPARTING BROKER/"DR" SIGNATURE DATE SIGNED OFFICE NAME

RECEIVING BROKER/"DR" SIGNATURE DATE SIGNED OFFICE NAME

LICENSEE / AFFILIATE SIGNATURE DATE SIGNED EFFECTIVE DATE

*Note: All changes related to a member's information must be **reported to the Association Office within 15 days**. Any change to a license, other than for marital status or renewal, will result in a **\$20.00 assessment fee**. Unpaid fees may result in fees to the DR or suspension/termination of membership.*

INSTRUCTIONS FOR USE

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.

DELETE FROM ROSTER

In all cases where a licensee affiliated with the Designated REALTOR®'s firm transfers from that firm to another, terminates, or has their license placed on inactive status with the State Real Estate Commission, the Designated REALTOR® shall, within fifteen (15) calendar days from the date of each such transfer, severance, or placement on inactive status, complete and sign a Notification of Change form with respect to that licensee and cause said form to be delivered to the Association office. In cases where a licensee's license is terminated or placed on inactive status with the State Real Estate Commission, the Designated REALTOR® shall complete the Notification of Change Form. Both the Designated REALTOR® and the agent must sign this form.

Failure to comply with the requirements shall result in an additional dues assessment against the Designated REALTOR® and the following charges: (1) a fine of Fifty Dollars (\$50.00); (2) assessment fees for licensees, as provided for in Article X, Section 2, accruing from the date of severance of affiliation until such date as notice that complies in all respects with the requirements is received in the Association office; and (3) any other applicable fees. Any misrepresentation of status may result in a Code of Ethics violation and/or incur a fine of up to \$1,000 to the Designated REALTOR®. Such fines shall be determined at the discretion of the Board of Directors.

CHANGE OF NAME, ADDRESS, DESIGNATED REALTOR®

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

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 departing **AND** receiving BROKER/DR shall sign this form. Incomplete transfers within the 15-day timeframe may result in membership termination. An assessment fee of \$20 shall be paid by the licensee. Failure to pay promptly may result in an assessment fee for the licensee DR, with suspension/termination of membership to follow.

THIS FORM MUST BE SIGNED BY THE LICENSEE/AFFILIATE AND/OR THE BROKER/DR TO BE EFFECTIVE. THE DESIGNATED REALTOR® IS ULTIMATELY RESPONSIBLE FOR MEMBERSHIP DUES AND FEES FOR ALL LICENSEES ASSOCIATED WITH THEIR FIRM. UNPAID BALANCES MAY RESULT IN ASSESSMENT FEES TO THE BROKER OR DESIGNATED REALTOR®.

Please note: Verbal instructions for additions, deletions, or transfers of membership will not be accepted.

If you have questions or need assistance, please contact our office:

300 CAMEO DRIVE, HAGERSTOWN, MARYLAND 21740

Phone: (301) 797-4480 Fax: (301) 791-2732

E-mail: srudy@penmarrealtors.org

www.penmarrealtors.org (Revised 11/25/2020)