

**NOTIFICATION OF CHANGE**

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Name

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New Billing Address

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New Office Name/Address

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Cell Phone #	Office Phone #	email address
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**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 Name \_\_\_\_\_

\_\_\_\_\_ **OTHER** \_\_\_\_\_

\* Signature required from Broker or Designated REALTORS®, for licensees only.  
\*\* Two Signatures required from Broker or Designated REALTORS®, one from each office, for licensees only.

**COMMENTS:** (On the Above) \_\_\_\_\_

<hr/> <b>BROKER / D. R. SIGNATURE</b>	<hr/> <b>OFFICE NAME</b>
<hr/> <b>BROKER / D. R. SIGNATURE</b>	<hr/> <b>OFFICE NAME</b>
<hr/> <b>LICENSEE / AFFILIATE SIGNATURE</b>	<hr/> <b>EFFECTIVE DATE</b> <b>DATE SIGNED</b>

*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 to the Broker***

**PEN-MAR REGIONAL ASSOCIATION OF REALTORS<sup>®</sup>, 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<sup>®</sup> (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**

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.

**CHANGE OF NAME, PHONE, ADDRESS, DESIGNATED REALTOR<sup>®</sup>**

To change the appointed Designated REALTOR<sup>®</sup>, 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 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.**