

To: _____
Fax # _____
Date: _____



Golden Isles Association of REALTORS® & Multiple Listing Service, Inc.



Agents on the MOVE (to another local broker)

- 1) ___ Pull your Independent Contractors Contract (YOU SHOULD have one). This will give you instructions about your current listings and how to handle them due to voluntary or involuntary departure.
- 2) ___ IF YOU DO NOT have a Contract, you will need to talk with the Releasing Broker and find out IF they will release your current listings! GET THIS IN WRITING IF THEY DO! DO NOT contact your customers if they do not! *An email sent to the MLS staff from the releasing broker approving the transfer of your listings will suffice.*
- 3) ___ Turn in any Company files, keys, equipment that is in your possession that the Company owns. It is always good, to have a printed, itemized list for someone in the office to sign-off on – that you did return the items in good condition.
- 4) ___ Go to the GREC website (or GoldenIslesRealtors.com under “Forms & Flyers”) and print out a change form. Your Releasing Broker and your New Broker will both need to sign this form then you must submit it to GREC to have your license removed from the Releasing Broker and established with the New Broker. Follow this link for the change form:
<http://www.grec.state.ga.us/PDFS/RealEstate/GRECChangeApplication2010.pdf>
- 5) ___ Notify the Local Board office that you are moving. Your profile in Navica will not be up-to-date in Navica and the National Realtor Database System (NRDS) until the MLS staff is notified of your office change.

Going to INACTIVE STATUS

- 1) ___ Turn in any Company files, keys, equipment that is in your possession that the Company owns. It is always good, to have a printed, itemized list for someone in the office to sign-off on – that you did return the items in good condition.
- 2) ___ Notify the Local Board office that you are going inactive
- 3) ___ Go to GREC website and print out a change form to go inactive/or active. Have your Broker sign and submit this form to GREC. Follow this link for the change form:
<http://www.grec.state.ga.us/PDFS/RealEstate/GRECChangeApplication2010.pdf>