

OFFICE DATA CHANGE FORM

Elmira-Corning Regional Association of REALTORS®

3338 State Route 352, Corning, NY 14830

Phone: 607-562-7035 Fax: 607-562-8178 Email: srose@elmira-corningrealtors.com

CURRENT OFFICE NAME: _____ DATE: _____

DESIGNATED BROKER _____

CHANGE OFFICE NAME _____
(\$100 administrative fee applies)

CHANGE OFFICE ADDRESS: _____
Street Address City State Zip

CHANGE OFFICE PHONE NUMBER: _____

CHANGE OFFICE FAX: _____

CHANGE OFFICE WEBSITE ADDRESS: _____

ADD ADMINISTRATIVE PERSONNEL AND GRANT THEM ACCESS AS STAFF IN MLS SYSTEM

Name: _____ Email: _____

REMOVE ADMINISTRATIVE PERSONEL ACCESS AS STAFF IN MLS SYSTEM

Name: _____ Email: _____

NEW DESIGNATED BROKER EFFECTIVE DATE: _____
(\$100 administrative fee applies)

Name of New Designated Broker: _____

- *Make change on DOS website*
- *New Lockbox agreements for all agents in the office*
- *Review lockbox inventory*
- *If new Designated Broker is not a member of ECRAR new member designated broker application must be submitted to ECRAR.*

BROKER SIGNATURE: _____

OFFICE USE ONLY	FILE
AMS	OUTLOOK
NRDS	WEB
BILLING	ROSTER
MATRIX MLS	MEMB COUNT

SLR 02.272025