



Member Add/Change Form

7015 Hodgson Memorial Drive
Savannah, Georgia 31406
Phone: 912-354-1513 Fax: 912-354-1751

Email completed form to: membership@savannahboardofrealtors.com

**ALL APPLICABLE INFORMATION MUST BE COMPLETED FOR PROCESSING.
INCOMPLETE FORMS WILL BE RETURNED AND NOT PROCESSED UNTIL COMPLETE
PLEASE ATTACH VERIFICATION OF CHANGES FROM GEORGIA REAL ESTATE COMMISSION
EXAMPLE (NEW POCKET CARD, DROP RECEIPT – IF UNLICENSED COPY OF PHOTO ID)**

PLEASE TYPE OR PRINT CLEARLY

Select one:

☐ Broker ☐ REALTOR® ☐ Non-REALTOR® Sales Person ☐ Unlicensed Staff/Admin

If New Information (Please Check) ☐ Address ☐ Phone ☐ Email

Name as it appears on Real Estate License _____

Home Address _____

Contact Phone _____ Email _____

DROPPED FROM: (Company Agent is leaving or transferring from)

Select one: ☐ Transfer ☐ Leaving Company ☐ Leaving Business/Area ☐ Closing Office

Office Name _____ Office Code _____

Broker's Signature _____ Date: _____

ADDED/TRANSFERRED TO: (Company Agent is added or transferred to)

Select one: ☐ New ☐ Transfer

Office Name _____ Office Code _____

Broker's Signature _____ Date: _____

- ☐ **Designated REALTOR®** - Qualifying Broker ☐ **REALTOR® No Add** - Cannot Add/Edit listing data
☐ **REALTOR® Add/Modify** – Add/Edit listing data ☐ **Office Admin** - Unlicensed Admin
☐ **Agent Assistant** - Personal Assistant

I authorize the transfer of ☐ Active Listings ☐ Pending Listings to the agent listed above

The lockboxes that are on any listings to be transferred will need to be transferred as well. Please list the lockbox numbers to be transferred. _____, _____, _____, _____

Signature of MLS Broker transferring from

BOARD USE ONLY

Member/Supra #: _____ MLS ID: _____

Completed by: _____ Date: _____