



Pacific West Association of REALTORS®

# IMPORTANT!

## PLEASE READ BEFORE CONTINUING

### Office Change Form

This form is intended solely for a broker to change information to his/her current office.

This form is **NOT** intended to be used to transfer an agent from one office to another.

#### Requirements:

- 0 Change Form **needs** to be signed by Broker of record or signatory for all office information changes.
- 0 Broker **needs** to sign for assignment of **OFFICE MANAGER**
- 0 If changing Broker/Designated REALTOR® for the company, signatures from both former broker and new broker are **required**.

#### Processing Time

##### Emailed, Faxed, Mailed, or Dropped Off change forms:

24 hours from time of receipt (business days). All change requests are processed in the order they are received.

If any of the above signatures are missing, this will affect the processing time of your change form dramatically.

Thank you,

**Membership Department**  
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Pacific West Association of REALTORS®

Office Change Form
\*\*\*NOT FOR AGENT TRANSFERS\*\*\*
(BROKER USE ONLY)

Current Office Name: \_\_\_\_\_

Office MLS ID: \_\_\_\_\_

Current Broker Name: \_\_\_\_\_

Current Broker email \_\_\_\_\_

Current Office Manager \_\_\_\_\_

Current O.M. email \_\_\_\_\_

\_\_\_\_\_ Change Office Name to: \_\_\_\_\_

\_\_\_\_\_ Change Office Address to: \_\_\_\_\_

(STREET ADDRESS)

(CITY, STATE, ZIP CODE)

\_\_\_\_\_ Change Office Phone Number to: \_\_\_\_\_

\_\_\_\_\_ Change Office Phone on Active or Pending listings

\_\_\_\_\_ Change Office Fax Number to: \_\_\_\_\_

\_\_\_\_\_ Change BROKER/Designated REALTOR®

\_\_\_\_\_ Change/Add Office Manager

From: \_\_\_\_\_

(Signature REQUIRED at bottom of form)

To: \_\_\_\_\_

(Must be member of PWR & Signature REQUIRED at bottom of form)

\_\_\_\_\_ Other: \_\_\_\_\_

Required BROKER/Designated REALTOR® Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Required NEW BROKER/Designated REALTOR® Signature (if applicable)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_