

# Realtor<sup>®</sup>/Licensee Status Change Form

Use this form for reporting a salesperson's *transfer*, to or from your office,  
or for reporting the *termination* of a salesperson.

**Do not use this form for a new licensee.**

All information must be filled in to ensure the transfer/termination of a  
salesperson can be completed successfully. Thank You.

DATE: \_\_\_\_\_

TO: GSAR/CNYIS  
FAX: 315.457.5884

FROM: \_\_\_\_\_  
(DESIGNATED REALTOR<sup>®</sup> MEMBER)

BRANCH: \_\_\_\_\_

SALESPERSON: \_\_\_\_\_

## **CHECK ONE**

\_\_\_\_\_ License returned to Salesperson

\_\_\_\_\_ Refund, if Applicable, CNYIS Dues as per MLS Rules and Regulations

\_\_\_\_\_ License transferred TO my office FROM \_\_\_\_\_

\_\_\_\_\_ License transferred FROM my office TO \_\_\_\_\_

\_\_\_\_\_ License reinstated with my firm \_\_\_\_\_

\_\_\_\_\_ Other (*Please Explain*) \_\_\_\_\_

## UPDATED CONTACT INFORMATION FOR SALESPERSON (*For transferring or reinstating agents*)

**Check box if this section is not applicable**

New Email Address \_\_\_\_\_

New Voice Mail Phone \_\_\_\_\_

New Fax Phone \_\_\_\_\_

New Direct Phone \_\_\_\_\_