

LAREDO ASSOCIATION OF REALTORS®
MULTIPLE LISTING SERVICE
SUBSCRIBER ADD/REMOVAL FORM

ADD **REMOVE**

The following individual subscribed to the MLS and lockbox system will be added or removed as a result of this form signed by Broker or Realtor Owner. Quarterly billing will be adjusted accordingly.

SECTION I: BROKER'S INFORMATION:

Broker's Name _____

Office Name _____

Office Address _____

Office Phone # _____ Office Fax # _____

SECTION II: COMPLETE FOR AGENT TO BE ADDED TO OFFICE:

Effective Date of Activation _____ *License# _____ Exp. _____

*Agent Name _____

*Agent Home # _____ Agent Cell # _____

*Agent Home Address _____

*Agent e-mail Address _____

Agent Status: (check one) ___ Part Time Agent ___ Full Time Agent

SECTION III: COMPLETE FOR AGENT TO BE REMOVED FROM OFFICE:

Effective Date of Deactivation _____ *License# _____ Exp. _____

*Agent Name _____

Agent e-mail Address _____

If applicable, do you authorize the transfer of current/active listings to new agent's office?

Yes or No

Broker/Realtor Owner Signature _____

*asterisk fields are required to be filled out

OFFICE USE ONLY

Date Received: _____

Date Completed: _____