

**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/ASSISTANT 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/ ASSISTANT 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

**Reminder:** Broker/Realtor Owner to re-assing listings of members no longer within office.

**Broker/Realtor Owner Signature** \_\_\_\_\_

\*asterisk fields are required to be filled out

**OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_