



LAREDO ASSOCIATION OF REALTORS®

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 the Broker or Realtor Owner. Quarterly billing will be adjusted accordingly.

***Asterisk fields are required to be filled out**

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 current/active listings to the new agent's office?
 Yes or No

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

Broker/Realtor Owner Signature _____

OFFICE USE ONLY		
Date Received: _____	Signature: _____	Date Completed: _____

For additional assistance please contact our MLS Administrator via email at mls_lar@laredorealtors.org or the LAR office at 956-712-4400.

All forms are to be submitted via email to mls_lar@laredorealtors.org and ae_lar@laredorealtors.org