

### AGENT TRANSFER / DELETION FORM

Please complete this form to notify NJMLS of agent transfer or deletion.

**Select one:**

**TRANSFER:** The agent named below has transferred to this office.  
To expedite transfer, please include copy of license transfer confirmation from the NJ Real Estate Commission. Agent must have the same REALTOR® Board affiliation as the Designated Realtor.

**DELETION:** The agent named below should be deleted from this office for the following reason:  
 Agent does not want to continue NJMLS membership  
 Agent is transferring to another office \_\_\_\_\_  
 Other \_\_\_\_\_

*Please Print Clearly*

**MEMBER INFORMATION:**

Agent Name \_\_\_\_\_ Agent # \_\_\_\_\_  
R.E. License # \_\_\_\_\_ NRDS # \_\_\_\_\_  
Home Address \_\_\_\_\_  
Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail (required) \_\_\_\_\_  
REALTOR® Board \_\_\_\_\_

**Agent part of a Team?**  No  Yes **Team Name** \_\_\_\_\_

**OFFICE INFORMATION:**

Office Name \_\_\_\_\_ Office # \_\_\_\_\_  
Office Address \_\_\_\_\_  
Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Inter-company transfers only:** Transfer agent's  Active  UC listing/s to their new office.

**Sales Associates who will list, show, or sell through the New Jersey Multiple Listing Service, must be registered with the Service. Unauthorized use/sharing of passwords is prohibited.**

Print Designated Realtor Name \_\_\_\_\_

DR Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fax completed form to 201-387-6960 or email to membership@njmls.com**