



# Western Magic Valley Realtors®

## Change Form

### CHECK / CIRCLE CHANGE OPTIONS

- |   |                                       |                                       |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> OFFICE TRANSFER          | <input type="checkbox"/> NAME CHANGE  | <input type="checkbox"/> EMAIL CHANGE |
| <input type="checkbox"/> ADDRESS CHANGE           | <input type="checkbox"/> PHONE CHANGE | <input type="checkbox"/> RE-ACTIVATE  |
| <input type="checkbox"/> INACTIVE - REASON: _____ |                                       | <input type="checkbox"/> TERMINATE    |

Name: \_\_\_\_\_ New Name, if applicable: \_\_\_\_\_

Office Name (Current): \_\_\_\_\_ Branch (if applicable) \_\_\_\_\_

Date of Transfer / Change \_\_\_\_\_ Agent User ID: \_\_\_\_\_ License #: \_\_\_\_\_ NRDS #: \_\_\_\_\_  
(If known) (If known) (If known)

Home Address Change to: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New eMail: \_\_\_\_\_ New Phone: (\_\_\_\_\_) \_\_\_\_\_  
\_\_\_\_ Home \_\_\_\_ Office \_\_\_\_ Cell \_\_\_\_ Home \_\_\_\_ Office

**NOTE: There is a \$50 Office Transfer Fee. Make check payable to WMVR. Prefer Credit Card? Call WMVR office to pay (\$52)**

Transfer From Office: \_\_\_\_\_ Transfer To Office: \_\_\_\_\_  
New Office NRDS #: \_\_\_\_\_

Office Address Change to: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Inactivate My IMLS Membership: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

Inactivate My Supra eKey: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: It is **YOUR** responsibility to notify WMVR with any changes ASAP. **Office Transfers must be submitted within 5 days.** Not doing so can affect your receiving information and possibly affect your IMLS billings, Forms, and details in NRDS. Also, there is a \$50 fine in addition to the transfer fee for not notifying us within in the specified 5 days, per the WMVR Policies. Questions? Call WMVR office @ 208-733-6421

### For Office Use Only:

Submitted to: NRDS \_\_\_\_ IMLS \_\_\_\_ ScTC \_\_\_\_ ACCESS \_\_\_\_ OT\_\_ Status Chng \_\_QB \_\_\_\_ Email: FD \_\_\_\_ GE \_\_\_\_ AE \_\_ Text \_\_ PD \_\_\_\_