



OFFICE TRANSFER & CHANGE OF ADDRESS FORM

NAME: _____ NRDS # _____
HOME ADDRESS: _____
HOME PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____
Mail to Go: Home: _____ Office: _____
Birthday: _____

OLD OFFICE INFORMATION (TRANSFERRING FROM):

OFFICE NAME: _____
ADDRESS: _____
OFFICE PHONE: _____

NEW OFFICE INFORMATION (TRANSFERRING TO):

OFFICE NAME: _____
DESIGNATED BROKER'S NAME: _____
ADDRESS: _____
OFFICE PHONE: _____ OFFICE FAX: _____
BROKER SIGNATURE: _____

EFFECTIVE DATE: _____ Mail to go: Home _____ Office _____

Send or fax this office transfer form: Douglas/Elbert REALTOR Association, P.O. Box 850, Castle Rock, CO 80104. Fax: 303-688-6053 Questions? Call: 303- 688-0941.

REMINDER: WHEN YOU ARE TRANSFERRING OFFICES, YOU NEED TO NOTIFY DERA OF THE CHANGE! DERA THEN NOTIFIES CAR AND NAR OF THE CHANGE.