



840 Kinner Street | Castle Rock, Colorado 80109 | 303.688.0941 | Fax 303.688.6053

www.derarealtors.com / Email: laura@derarealtors.com

OFFICE TRANSFER & CHANGE OF ADDRESS FORM

NAME: _____ NRDS # _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL: _____

EMAIL ADDRESS: _____

OLD OFFICE INFORMATION (TRANSFERRING FROM):

OFFICE NAME: _____

ADDRESS: _____

OFFICE PHONE: _____

NEW OFFICE INFORMATION (TRANSFERRING TO):

OFFICE NAME: _____

ADDRESS: _____

OFFICE PHONE: _____ CELL: _____ FAX: _____

EMAIL: _____ WEB ADDRESS: _____

NAME OF MANAGING BROKER IF APPLICABLE: _____

EFFECTIVE DATE: _____

PREFERRED MAIL: HOME _____ OFFICE _____ PREFERRED PHONE: OFFICE _____ CELL _____

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