

Bay Area Real Estate Information Services, Inc.
Agent Change Form
All Bold Fields are Required

Office Name: _____ BAREIS Office ID: _____

Office Address: _____ City: _____ Zip: _____

Agent Name: _____ BAREIS Agent ID: _____

Personal address change: _____ City: _____ Zip: _____

Update E-Mail address: _____

Update Agent Website address/URL: _____

Agent taking leave of absence effective*: ____/____/____ (Maximum of one year)

Agent returning from leave of absence (include quarterly fee, plus \$15 LOA fee) Total \$ _____

Change agent access privileges to: Co. Wide Manager Branch Manager Admin/Agent

Agent Transfer - Effective Date ____/____/____ (All information below must be completed)

New Office ID: _____

Agent has listings that need to be transferred from current office to new office.

Please note: For listings to be transferred you must submit the BAREIS Listing Transfer form, making sure it is signed by both the receiving & releasing brokers and faxed to BAREIS.

Agent No Longer With Office - Effective Date ____/____/____

Agent has no listings with my office Agent will inactivate eKEY/lockbox key (Must notify BAREIS in writing)

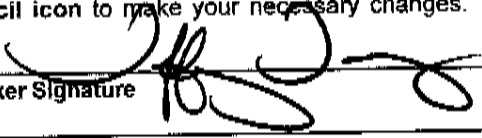
- OR -

Agent No Longer With Office - Effective Date ____/____/____

Agent has listings with my office and I understand it is my responsibility to make the necessary changes to the listings within 3 business days by doing one of the following:

- 1) Modify listings in the MLS database to your name or another of your agent's name.
- 2) Transfer the listings to your prior agent's new office by completing and signing the attached listing transfer form and faxing the form to BAREIS.

*If you need to change an agent's listings into your name or another agent's name within your office, log-on to the Rapattoni system click **ADMIN > Office Menu > View/Revise Office Listings** and then click on the notepad & pencil icon to make your necessary changes.

Broker Signature 

Date 10/30/08

Print Name _____

Broker ID _____



153 Stony Circle, Suite 200
Santa Rosa, CA 95401
(800) 776-5252 Fax (707) 577-0140