



## Realtor®/Licensee Status Change Form

Use this form for reporting a salesperson's transfer, to or from your office, or for reporting the termination of a salesperson. **Do not use this form for a new licensee.**

All information must be filled in to ensure the transfer/termination of a salesperson can be completed successfully. Thank You.

DATE: \_\_\_\_\_

TO: Sunflower Association of REALTORS®, Inc.

FAX: 785-237-4993

Email: Tammy@sunflowerrealtors.com

FROM: \_\_\_\_\_ (DESIGNATED REALTOR® MEMBER)

Office: \_\_\_\_\_

SALESPERSON: \_\_\_\_\_

### CHECK ONE

\_\_\_\_\_ License returned to Salesperson

\_\_\_\_\_ Refund, if Applicable

\_\_\_\_\_ License transferred **TO** my office **FROM** \_\_\_\_\_

\_\_\_\_\_ License transferred **FROM** my office **TO** \_\_\_\_\_

\_\_\_\_\_ License reinstated with my firm \_\_\_\_\_

\_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

### UPDATED CONTACT INFORMATION FOR SALESPERSON

(For transferring or reinstating agents)

Check box if this section is not applicable

New Email Address \_\_\_\_\_

New Voice Mail Phone \_\_\_\_\_

New Fax Phone \_\_\_\_\_

New Direct Phone \_\_\_\_\_