

AGENT CHANGE FORM — Rev 1-09

MLS Use Only
 _____ A,P,K,W
 _____ D,X,C,S

RANW Office Use Only

Date Rcvd _____
 Amt Rcvd \$ _____

Please fax to: 739-9149-Fox Valley, 494-8485-Green Bay, 800-661-4141 All Others
OR Mail to: RANW Appleton Office: W6124 Aerotech Dr, Appleton, WI 54914-7503

For Membership Dept.

MMSI _____
 Newsletter _____
 Chart _____
 Supra _____
 Billing _____
 Orientation _____

Name _____ **Agent ID** _____

Inactive **Effective Date:** _____

MLS Listings: Active / Pending listing (s) are *retained and transferred to the Firm / Office Broker unless notified otherwise by the Broker*. If the Broker wants these listings transferred to another agent, please list the MLS #'s and addresses here and the Agent to whom they should be assigned: _____ attach separate sheet if needed

DisplayKey and eKey Return Requirement

Keyholder **must return** the DisplayKey (including key, cradle and cords) or eKey equipment (eKey tin) to a RANW office **immediately** upon inactivation. The terms of your lease agreement with MLS require that all leased equipment be returned if you are no longer an active subscriber in the MLS. Failure to return the appropriate equipment will result in replacement charges and/or collection procedures as outlined in your Keyholder Lease Agreement. Please call the RANW MLS to arrange a return or with any questions.

 Keyholder's Signature

 Broker's Signature

 Date

Transfer — the **\$10 transfer fee** will be billed to your office, unless included with this form.
(Active / Pending listings are not transferred without written authorization from previous Broker)

Effective Date: _____

Firm Leaving _____

Firm Joining _____ Address _____

Home/Personal Phone _____ Cell _____

Office/Business Phone _____ Ext _____ Fax _____

Personal email _____ Personal webpage _____

For MLS LockBox Keyholders: The following section requires acknowledgement and signatures of both Keyholder AND Broker

This is to acknowledge to the Multiple Listing Service that, I _____ (Agent Name), who hold DisplayKey # _____ will be transferring my Key to the new office above, subject to the KeyHolder Application/Lease Agreement and to any and all MLS Rules currently in effect. I attest that the information submitted on my original Key Application is true and complete in every respect, and that since that time, the following circumstances apply (please complete the following):

Arrests, Conviction, Pending Criminal Charges (If unsure of the nature of the offense, contact the municipality or county where it occurred)

Have you been *arrested* for a misdemeanor or felony crime? **Yes** _____ **No** _____

Are criminal charges now pending against you? **Yes** _____ **No** _____

Have you been *convicted* of a misdemeanor or felony crime? **Yes** _____ **No** _____

Regulatory Agency Limitations of License

Are there any limitations or conditions on your real estate license, or appraisal license or certification issued by the State of Wisconsin Department of Regulation and Licensing? **Yes** _____ **No** _____

If you answered "yes" to having limitations or conditions, attach a copy of the limitations/conditions with details as set forth by the Wisconsin Department of Regulation and Licensing.

If you have answered "yes" to having been arrested and/or convicted of a criminal act, misdemeanor or felony, you are required to fill out the "Application Addendum Report of Criminal Arrests, Convictions, and/or Pending Charges" and submit all relevant information, subject to review and consideration by the Board of Directors of your eligibility to lease a lockbox key.

 Keyholder / Transferee Signature

 New Broker's Signature

 Date

As the new responsible Broker, I hereby accept and assume all rights and obligations pursuant to the KeyHolder Lease Agreement currently in effect for the above-mentioned Agent.

Agent Information Update

Home Address _____ City _____ Zip _____ County _____

Home/Personal Phone _____ Cell _____

Office/Business Phone _____ Ext _____ Fax: _____

Email _____ Webpage _____

Name Change _____