

MetroTex Use Only	DATE:	BY:	MEM #:	FIRM #:
-------------------	-------	-----	--------	---------



MetroTex
Association of
REALTORS®, Inc.

STATUS CHANGE FORM



Greater Metro
Multiple Listing
Service

Please submit a separate form for each individual.
Allow two working days after receipt for processing.
Fax: 214-637-5951 or 817-796-5421

1 <input checked="" type="checkbox"/>	Agent Name: _____ Agent License #: _____ Reporting Office: <u>Texas Premier Realty</u> Street Address: <u>6275 W Plano Pky #500</u> Phone #: <u>800-544-9885</u> City: <u>Plano</u> State: <u>TX</u> ZIP: <u>75093</u>
2 <input type="checkbox"/>	<input type="checkbox"/> UPDATE/CHANGE AGENT INFORMATION: (If MetroTex is not your primary Board, please attach a letter of good standing from your primary board) Primary Board: _____ Email: _____ (email address is required for all billings) Main Contact Phone: _____ Is this a mobile phone # Y <input type="checkbox"/> N <input type="checkbox"/> Home Address: _____ City: _____ Zip: _____ <input type="checkbox"/> Check here if home is preferred mailing address (all bills are sent via email) <input type="checkbox"/> Check here if personal fax is preferred fax. Fax Number: _____
3 <input checked="" type="checkbox"/>	MLS ACCESS LEVEL: <input checked="" type="checkbox"/> Agent- Add/Modify (06) <input type="checkbox"/> Agent/No Load(04) <input type="checkbox"/> Designate /Mgr.(03) <input type="checkbox"/> Office Mgr.(23) <i>(The Designate/Mgr. access level allows add/modify access to all listings in only the office location the individual is located - The Office Mgr. access level allows add/modify access to <u>all</u> listings in <u>all</u> branch offices associated with the MLS Participant)</i> The following access levels require the name and license # of the agent(s) you will be working for: <input type="checkbox"/> Licensed Personal Asst. (14)** <input type="checkbox"/> Unlicensed Office Asst. (95)** <i>(This access level does not pay quarterly MLS fees)</i> **Name & License Number of agent (s) you assist: _____ _____
4 <input type="checkbox"/>	OFFICE TRANSFER: Receiving Broker assumes responsibility for all KeyCards & KeyBoxes issued to this member. *A \$10 transfer fee will be billed to the licensee once the transfer is completed. FROM Firm: _____ MLS Office Code: _____ Address: _____ Phone #: _____ TO Firm: _____ MLS Office Code: _____ Address: _____ Phone #: _____
5 <input type="checkbox"/>	REMOVE/INACTIVATE: License returned to TREC On (Date): _____ Return KeyBoxes or complete Electronic KeyBox Transfer Report to transfer any Keyboxes issued to this member. Display Key and equipment must be returned within 5 days of inactivation of membership.
6 <input checked="" type="checkbox"/>	DATE: _____ AUTHORIZED SIGNATORY: <u>Daryl Zipp</u> (Principal Broker or Authorized Signature)

Hello agent, here is the board change form for you to complete filling out and send on to your board. Please note this office location is strictly a Virtual office. This address shows up on your profile and shows you are a Local Agent not a San Antonio Agent. That is all it is there for.

That means **DO NOT PUT THIS ADDRESS ON ANY DOCS.**

No mail or checks or anything should be sent there.

All Documents

should have the following address. Thank You.

Texas Premier Realty
3834 Deerfield Dr.
San Antonio, TX. 78218