



## Process and Instructions for Changing/Transferring Brokerages

1. Request transfer with the Arizona Department of Real Estate Transfer must be processed with ADRE before notifying the Association.
2. Complete SAAR REALTOR® Change form  
Form may be downloaded from the SAAR website, [ScottsdaleREALTORS.org](http://ScottsdaleREALTORS.org), or contact the Membership Department. Forms are able to be faxed or emailed upon request. *Please note there is a \$50 dollar transfer fee; transfers cannot be processed without payment (does not apply to office transfers within the same company).*
3. Fax or email Change Form to the SAAR Membership Department  
SAAR processes the transfers with SAAR, FLEX/MLS, AAR, and NAR. *Please note zipForms® take a full 48 hours to reflect the change.*
4. Submit the Authorization to Transfer Listings form  
If you have listings that must be transferred as well, please download this form from the SAAR website, or contact the Membership Department. Listing Transfer Form must be signed by the *previous* Designated REALTOR®/Broker, the *current* Designated REALTOR®/Broker, and the sellers.

**Please contact the SAAR Membership Department with any questions.**

**P: 480 945 2651 | F: 480 422 7945**

**E: [Info@ScottsdaleREALTORS.org](mailto:Info@ScottsdaleREALTORS.org)**



The Scottsdale Area Association of REALTORS®

8600 E Anderson Dr, Suite 200

Scottsdale, AZ 85255

(480) 945-2651 • FAX: (480) 422-7945

ScottsdaleREALTORS.org

## REALTOR® CHANGE FORM

PLEASE COMPLETE THE FOLLOWING INFORMATION

- Name Change  
  Address Change  
  Transfer  
  Severance  
 E-mail Change  
  Phone Number Change

Name:	MLS ID:
Address:	Preferred Phone: (   )
E-mail (MANDATORY):	

### TRANSFER

Name of Company:
Office ID Code:
Effective Date:

**COMPANY TRANSFERS MUST BE ACCOMPANIED BY A \$50.00 TRANSFER FEE** [Does not apply to transfers within the same company] Please be aware this does not transfer your listings. Please attach the "Authorization to Transfer Listing" form.

### SEVERANCE

Name of Company:
Office ID Code:
Effective Date:

**MAKE SURE YOUR INFORMATION IS UPDATED WITH ADRE FIRST.** You can check your license status online at <http://services.azre.gov/publicdatabase/>

PAYMENT METHOD: <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check #	
<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISC Card #	Exp Date:
Member/Cardholder Name:	Signature:

Paying by check authorizes Scottsdale Area Association of REALTORS® to send the information from your check electronically to your bank for payment. Your account will be debited in the amount of your check and the transaction will appear on your bank statement. You will not receive your cancelled check back. If we cannot post the transaction electronically, you authorize us to present a copy of your check for payment.



Please include this form with the REALTOR® Member Change Form only if you have active listings that are being transferred. This form must be signed by all parties and returned to:

Scottsdale Area Association of REALTORS®  
8600 E Anderson Dr. Suite 200, Scottsdale, AZ 85255  
Fax: 480-422-7945 E-mail: Info@Scottsdalerealtors.org

### Authorization to Transfer Listing

PROPERTY ADDRESS: \_\_\_\_\_

SELLER(S): \_\_\_\_\_ MLS

#: \_\_\_\_\_ LISTING AGENT: \_\_\_\_\_

We the undersigned Broker(s) and Seller(s) do hereby mutually agree to withdraw the EXCLUSIVE AUTHORIZATION TO SELL AGREEMENT on the above mentioned property from:

NAME OF COMPANY: \_\_\_\_\_

BROKER CODE: \_\_\_\_\_ OFFICE TELEPHONE: \_\_\_\_\_

...and SIMULTANEOUSLY agree to re-list the above mentioned property with: NAME OF NAME OF

NAME OF COMPANY: \_\_\_\_\_

BROKER CODE: \_\_\_\_\_ OFFICE TELEPHONE: \_\_\_\_\_

LISTING AGENT: \_\_\_\_\_

(NOTE: The list price, expiration date, and all terms and conditions of the original listing agreement shall remain the same.)

ACKNOWLEDGED BY:

\_\_\_\_\_  
Date Seller

\_\_\_\_\_  
Date Seller

\_\_\_\_\_  
Date Listing Broker Original

