



## Assistant Transfer

**When a Responsible REALTOR® or an agent assistant transfers from another firm, this form must be submitted to the Association not later than 7 days after such transfer.**

### Assistant Information

Date: \_\_\_\_\_

Assistant Name: \_\_\_\_\_ Member ID #: \_\_\_\_\_

### Agent Information

Member Name: \_\_\_\_\_ Member ID #: \_\_\_\_\_

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**The above Assistant has been transferred:**

### New Office Information

Firm Name: \_\_\_\_\_ Firm #: \_\_\_\_\_

Firm Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Responsible REALTOR® Name: \_\_\_\_\_

**Member Signature:** \_\_\_\_\_

**Responsible REALTOR® Signature:** \_\_\_\_\_

### **For Office Use ONLY**

**Token Issued:** Yes No **Token SN:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_