



MEMBER UPDATE FORM

Agents: Use this form only if you are updating your personal information or name. If you are transferring to another office (even within the same brokerage) our MEMBER TRANSFER FORM.

Brokers: Use this form to update RSAOR of your new personal information, existing office changes, personal name, DBA change, or change of Broker of Record.

Your Name: _____ MLS ID: _____

ADDRESS UPDATE Personal Office Info (Brokers or Authorized Office Managers Only)

Address: _____
Street City State Zip Code

New Office Phone: _____ Fax: _____

Preferred Contact Phone: _____ This is a: Cell Phone Landline

New Email: _____

New Website: _____

NAME CHANGE Name changes will not be processed if not reflected on DRE's website.

Personal New DBA (Brokers or Authorized Office Managers Only)

Former Name: _____

New Name/ DBA: _____ DRE License Number: _____

BROKER UPDATE Departing Brokers may assign a new Broker of Record. He/she must be a RSAOR member (or will be required to join), and the new brokerage information must be listed on his/her DRE record online.

Office Name: _____

Former Broker Name: _____ MLS ID: _____

New Broker Name: _____ MLS ID: _____

New Broker's Signature: _____ Contact Phone: _____

REQUIRED SIGNATURE (Person making the change): _____ Date: _____

RSAOR USE ONLY

USERNAME: _____

PASSWORD: _____

MEMBER #: _____

Rev. 1/24/19