

**OFFICE CHANGE FORM**

ASSOCIATION      AND/OR      MLS

Today's Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Current Managing Principal Broker/Managing Appraiser: \_\_\_\_\_

Office: \_\_\_\_\_ Office Flexmls ID: \_\_\_\_\_

**SECTION 1: OFFICE CHANGES**

(Only complete if the changes below are applicable.)

I am authorizing Association/MLS staff to make the following changes to my office's record:

New Managing Principal Broker or Managing Appraiser.

Name of new MPB or Managing Appraiser: \_\_\_\_\_

1. If the office's new Managing Principal Broker (MPB) or Managing Appraiser is new to Cascades East Association of REALTORS® and/or the Cascades East Multiple Listing Service, they will need to complete all new member paperwork, pay all dues, charges, and fees. They will also be required to complete additional coursework.
2. If they are an active member in the MLS (or have been inactive for less than thirty (30) days) but not with your office, a \$75.00 transfer or reactivation fee will be assessed, whichever is applicable.
3. If they are currently active with your office, there is no fee assessed.

If 2 or 3 above applies, please list the MPB or Managing Appraiser and their Flexmls ID and/or NRDS# below:

Flexmls ID: \_\_\_\_\_ NRDS # \_\_\_\_\_

Office Name Change. If the office is changing its name but keeping the same business license number issued by the Oregon Real Estate Agency or Appraisal Board, it is considered an Office Name Change (and not treated as a new office). There is \$100.00 Office Name Change fee that will be assessed.

Updated Name: \_\_\_\_\_

Adding a New Branch Office. If you would like to open a branch office within the Association and MLS systems, you must have opened a Registered Branch Office with the Oregon Real Estate Agency or Appraisal Board. Once this is completed, you can file this form with our office, and we will complete the setup. There is a \$100.00 branch office fee that will be assessed. If the office is NOT set up as a Registered Branch Office with the regulatory body, it will be treated as a new office for the MLS, and a \$2,000 fee will be assessed.

Additional Branch Office Information:

Business Real Estate or Appraisal License Number: \_\_\_\_\_

Office Physical Address (cannot be a PO Box): \_\_\_\_\_

Office Mailing Address (If different from above): \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Office Website: \_\_\_\_\_

Branch Office Managing Principal Broker/Managing Appraiser\*:\_\_\_\_\_

\*If Branch Office Managing Principal Broker or Managing Appraiser is a new member they will need to complete all new member paperwork, pay any dues and fees and complete all educational requirements.

Office Inactivation. If the office will no longer be a member of the Cascades East Association of REALTORS® and/or the Cascades East Multiple Listing Service, there are no fees for an office going inactive. If the office goes inactive from the MLS for over thirty (30) days, application fees for the Managing Principal Broker/Managing Appraiser will apply when the office rejoins. If the office reactivates in the MLS after two (2) years, they are responsible for paying the full New Office application fee for a new office of \$2,000.00.

**NOTE:** In the event, the above referenced office or branch office is being closed, you the Managing Principal Broker/Managing Appraiser are responsible for notifying all personnel and Subscribers, Clerical Users and/or Personal Assistants of when the office will be closed so that they may plan accordingly. In the event there are any active listings with the office, they will be moved into withdrawn status until appropriate change orders are received to reactivate them with another office. There are no fees for office closure.

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## SECTION 2: OFFICE CONTACT INFORMATION CHANGES OR UPDATES

(Only complete if there are changes to your office contact information.)

Please **ONLY** complete the fields that you are authorizing Association/MLS staff to change.

Office Physical Address (cannot be a PO Box):\_\_\_\_\_

Office Mailing Address (if different from above):\_\_\_\_\_

Office Phone:\_\_\_\_\_ Office Fax:\_\_\_\_\_

Office Website:\_\_\_\_\_

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Because the changes contained in this form impact the office roster and/or contact information that may be used in advertising through the MLS system, all changes on this form require the Managing Principal Broker's or Managing Appraiser's signature. Managing Principal Broker or Managing Appraiser is also required to ensure all changes are made with the Oregon Real Estate Agency or Appraisal Board as required.

### **TO BE COMPLETED BY THE MANAGING PRINCIPAL BROKER OR MANAGING APPRAISER**

I, Managing Principal Broker (MPB) or Managing Appraiser, hereby certify I have made the above reference change(s) with the Oregon Real Estate Agency or Appraisal Board, and this change is reflected on my roster with the State of Oregon if required.

MPB/Managing Appraiser Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**EMAIL COMPLETED FORM WITH SIGNATURES TO [MEMBERSHIP@CASCADESEASTREALTORS.COM](mailto:MEMBERSHIP@CASCADESEASTREALTORS.COM).**

Association/MLS Staff Use Only:

Change: Inactive Transfer Branch Office Office Name If Inactivate: MLS Only ASSN Only Office

Charges: Transfer Fee\_\_\_\_\_MLS Dues:\_\_\_\_\_Credit:\_\_\_\_\_to\_\_\_\_\_Branch Office Fee:\_\_\_\_\_

Name Change Fee:\_\_\_\_\_

Staff Notes:\_\_\_\_\_