



IMPORTANT!

PLEASE READ BEFORE CONTINUING

Office Change Form

This form is intended solely for a broker to change information to his/her current office.

This form is **NOT** intended to be used to transfer an agent from one office to another.

Requirements:

- Change Form **needs** to be signed by Broker of record or signatory for all office information changes.
- Broker **needs** to sign for assignment of **OFFICE MANAGER**
- If changing Broker/Designated REALTOR® for the company, signatures from both former broker and new broker are **required**.

Processing Time

Faxed, Mailed or Dropped Off change forms:

24 hours from time of receipt (business days). All change requests are processed in the order they are received.

If any of the above signatures are missing, this will affect the processing time of your change form dramatically.

Thank you,
Membership Department

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Office Change Form
NOT FOR AGENT TRANSFERS
(BROKER USE ONLY)



Current Office Name: _____

Office MLS ID: _____

Current Broker Name: _____

Current Broker email _____

Current Office Manager _____

Current O.M. email _____

_____ Change Office Name to: _____

_____ Change Office Address to: _____
(STREET ADDRESS)

_____ (CITY, STATE, ZIP CODE)

_____ Change Office Phone Number to: _____

_____ Change Office Phone on Active or Pending listings

_____ Change Office Fax Number to: _____

_____ Change BROKER/Designated REALTOR®

_____ Change/Add Office Manager

From: _____
(Signature REQUIRED at bottom of form)

To: _____
(Must be member of PWR & Signature REQUIRED at bottom of form)

_____ Other: _____

Required BROKER/Designated REALTOR® Signature

Signature: _____ Date: _____

Required NEW BROKER/Designated REALTOR® Signature (if applicable)

Signature: _____ Date: _____