



# Change In Customer Information Form

This is a multi-purpose form, please complete the applicable section below.

Customer Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

User ID#: \_\_\_\_\_ Office Phone:( ) \_\_\_\_\_ Home Phone:( ) \_\_\_\_\_

## 1. Local Association/Board Affiliation Change (Not Broker/Office Changes)

(If you need to transfer companies/offices please complete the Customer Transfer form, Document 805 on Fax on Demand)

- The above named Customer has changed local REALTOR® Association/Board Affiliation.  
Previous REALTOR® Primary Association: \_\_\_\_\_ New REALTOR® Primary Association: \_\_\_\_\_
- The above named Customer has terminated all REALTOR® Association/Board Affiliations. This action will result in higher monthly MRIS quarterly fees for the Customer's next quarterly billing. (Refer to Exhibit B, MRIS® Schedule of Fees and Charges).

## 2. Customer Contact Information Change

Name Change (a copy of the Real Estate License or Appraisal License showing new name is required)

New Last Name : \_\_\_\_\_ Nickname: \_\_\_\_\_  
(Please Print)

New Home Address: \_\_\_\_\_

City: \_\_\_\_\_ County : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ +4: \_\_\_\_\_

New Phone/Voice Mail/E-mail Information (can also be changed on the MRIS Intranet "My Account"):

Home: ( ) \_\_\_\_\_ Home Fax: ( ) \_\_\_\_\_

Pager: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Voice mail: ( ) \_\_\_\_\_ Ext.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agent Office: ( ) \_\_\_\_\_ Agent Office Fax: ( ) \_\_\_\_\_

## 3. Change in Subscription Type (Customer & Broker Signature Required) (Refer to Exhibit B, MRIS® Schedule of Fees and Charges)

- Please change my subscription type to *Personal Assistant*. I understand that my quarterly fees will change.  
Name & ID# of Customer I will be assisting: \_\_\_\_\_
- Please change my subscription type to *Realtor/Shareholder* (section 1 must be completed along with a completed Exhibit A and page 9). I understand I will be charged a Subscription fee of \$295.00 and my quarterly fees will change.
- Please change my subscription type to *Licensee/Non-Realtor* (I no longer hold membership with a Shareholding Board/Association of REALTORS). I understand I will be charged a Subscription fee of \$295.00 and my quarterly fees will change.
- Other (please explain): \_\_\_\_\_  
(may require additional paperwork, please contact Customer Services for more information)

## 4. Termination of MRIS Subscription Service (Broker Signature Required)

Terminations will be processed the following business day unless otherwise stated. **PLEASE NOTE:** Your e-mail and internet access will also be terminated. **Check applicable box below.**

**PLEASE NOTE:** If your license is still active, and it is not in referral or sent back to the Real Estate Commission/Board, your **BROKER** agrees to be responsible for all quarterly fees until your license is inactivated or transferred.

- The above named Customer has returned their license to the Real Estate Commission/Board.
- The above named Customer has transferred their license to: \_\_\_\_\_ Referral Company.
- The above named Customer is not licensed (i.e. Personal Assistant, Office Secretary)
- The above named Customer is a Principal Broker of Record or a Licensed Appraiser.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Broker/Sale's Manager's Signature: \_\_\_\_\_ Broker/Manager's MRIS ID# \_\_\_\_\_  
MRIS Customer Services Phone 301-838-7160 / 800-838-8138 Fax 301-838-7171