

## Agent/Admin Change of Affiliation Form

☐ **Change of Affiliation**

(Current member office change)

☐ **Termination of Affiliation**

☐ Termination of a NON-Licensed Admin or Personal Assistant

### For All Agent Changes - Copy of eAccessNY Receipt Required

Change Associations – Summary or Termination Association – Summary  
Request not accompanied with an eAccessNY receipt can NOT be processed.

Name: \_\_\_\_\_  
PRINT \_\_\_\_\_ MEMBER # \_\_\_\_\_

Submitting Office Name: \_\_\_\_\_  
MLS OFFICE CODE (ABCD01) \_\_\_\_\_

City: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

***Please help us keep our database up-to-date by supplying  
Agent's most current Contact Information***

Agent's Preferred Published Contact Number: \_\_\_\_\_  
OTHER THAN OFFICE PHONE WHICH ALREADY APPEARS

Agent's Office Ext: \_\_\_\_\_ Agent's Personal Fax #: \_\_\_\_\_

Agent's Email: \_\_\_\_\_

Agent's Web Site: \_\_\_\_\_

**\* When terminating an agent from your office make sure you assign any Active listings to another agent in the MLS System.**

Office Broker/Manager: \_\_\_\_\_  
PRINT

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

EMAIL: [Support@HGAR.COM](mailto:Support@HGAR.COM) or FAX TO: 914-681-6044