



CHANGE APPLICATION

OFFICE CHANGE INSTRUCTIONS

- Fill out and sign the Change Application and Online Agreement.
- If you are a Sales Agent, your Broker **MUST** also sign all forms.
- If you have listing(s) to transfer to the new office, your previous responsible Broker **MUST** release them using a Listing Transfer Form stating the address and MLS number for each listing being released. The new responsible Broker must also sign the form accepting responsibility for the listing(s) as well as the property owner.
- Applications received prior to 12pm will be processed the same day. Applications received after 12pm will be processed the next business day.
- Office changes will be reflected in the CCAR database and on MAX within 48 hours of being processed.
- Failure to provide us with a current email address may result in an incorrect email displaying on your listings.

WHAT TO SUBMIT

- Completed Change Application.
- Completed Online Agreement.
- Copy of the RE 214 CalBRE Salesperson Change Application or Letter of Resignation to your previous Broker showing termination of employment with that company.
- Completed Listing Transfer Form if you have listings to be moved to a new office.
- If you are a Sales Agent, your Broker **MUST** also sign all forms.
- The agent office transfer fee is \$20. You may pay by Visa, MasterCard, Discover, American Express, Check, or Cash.
- You may submit completed forms by email at support@ccartoday.com, fax at 925.938.1294, or in person at 1870 Olympic Boulevard, Suite 200, Walnut Creek, CA 94565.



CCAR
CONTRA COSTA
ASSOCIATION OF REALTORS®

CHANGE APPLICATION

TYPE OF CHANGE

- Agent Office Change
 Office Address Change
 Residence Address/Phone Change
 Email or Website Change
 Personal Name Change
 Office Name Change

FEE

- \$20
 No Charge
 No Charge
 No Charge
 No Charge
 No Charge

COMPLETE SECTION(S)

- 1-14, and RE 214 CalBRE Change Application
 1,2, and 10-14
 1-5
 1, 2, 6, 7, 8, and/or 9
 1-8, 12, and RE 214 CalBRE Change Application
 1, 2, 6-14, and Copy of DBA

MEMBER INFORMATION

1. Name: _____ 2. Member Number: _____
 3. New Name: _____ 4. Phone Number: _____
(As it will appear on listings)
 5. Home Address: _____
(street) (city) (state) (zip code)
 6. Previous Office Name: _____ 7. Previous Office # and Broker Code _____
 8. Email: _____ 9. Website _____

NEW OFFICE INFORMATION

10. Office Name: _____ 11. CCAR Office # and Broker Code _____
 12. Office Address: _____
(street) (city) (state) (zip code)
 13. Phone Number: _____ 14. Fax Number: _____

TERMINATION OF MEMBERSHIP

Effective _____, I am terminating my membership with the above office and CCAR. I have included a copy of the RE 214 CalBRE Salesperson Change Application. Refund of dues and application fees are not applicable.

Each firm shall designate in writing one REALTOR® member who shall be responsible for the conduct of individuals affiliated with the firm and accountable to the Association for all duties and obligations of Association membership. The "Designated REALTOR®" must be the sole proprietor, partner, corporate officer or an office manager acting on behalf of the firm's principal(s) and must have the authority to bind the firm in arbitration and must meet all the other qualifications for REALTOR® membership set forth in Section 3 of CCAR's Bylaws.

Agent Signature: _____ Date: _____

New Responsible Broker: _____ New Responsible Broker Signature: _____



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NONUSE OF MLS CERTIFICATION FORM

TO DESIGNATED REALTORS® AND/OR MLS BROKER PARTICIPANTS: To Designated REALTORS® and/or MLS Broker Participants: Please complete the following and email (*support@ccartoday.com*) to the association office no later than _____.

MLS RULES AND REGULATIONS:

5.1.6 Certification of Nonuse. Participants may be relieved from payment under section 5.1.2 and 5.1.5 hereunder by certifying in writing to the MLS that a licensed or certified person in the office is engaged solely in activities that do not require a real estate license or certification (clerical, etc.), or that the real estate licensee or licensed or certified appraiser will not use the MLS or MLS compilation in any way. In the event a real estate licensee or appraiser is found in violation of the nonuse certification, the participant shall be subject to all MLS fees dating back to the date of the certification. The participant and subscriber may also be subject to any other sanction imposed for violation of MLS rules including, but not limited to, a citation and suspension or termination of participation rights and access to the service.

In accordance with section 5.1.6 Certification of Nonuse, of the MLS Rules and Regulations, this will certify that the undersigned Designated REALTOR® and/or MLS Broker Participant (or his firm) hereby acknowledges and confirms that the licensed or certified persons listed below will not be accessing the MLS or be provided access to the MLS Data in any manner.

Agent Name:	NRDS #:	License #:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certified by: _____
(Designated REALTOR®/MLS Broker Participant)

Signature: _____ Date _____

Name of firm: _____

Phone: _____

E-mail address: _____