RANCHO Southeast REALTORS®
Association of Real Estate Professionals

MEMBER UPDATE FORM

Agents: Use this form only if you are updating your personal information or name. If you are transferring to another office (even within the same brokerage) use our MEMBER TRANSFER FORM.

Brokers: Use this form to update Rancho Southeast REALTORS® of your new personal information, existing office changes, personal name, DBA, or change of Broker of Record.

Your Name: _____ MLS ID: _____

ADDRESS UPDATE

☐ Personal ☐ Office Info (Brokers or Authorized Office Managers Only)

Address: _____
Street City State Zip Code

New Office Phone: _____ Fax: _____

Preferred Contact Phone: _____ This is a: ☐ Cell Phone ☐ Landline

New Email: _____

New Website: _____

NAME CHANGE

Name changes will not be processed if not reflected on DRE's website.

☐ Personal ☐ New DBA (Brokers or Authorized Office Managers Only)

Former Name: _____

New Name/ DBA: _____ DRE License Number: _____

BROKER UPDATE

Departing Brokers may assign a new Broker of Record. He/she must be a Rancho Southeast REALTORS® member (or will be required to join), and the new brokerage information must be listed on his/her DRE record online.

Office Name: _____

Former Broker's Name: _____ MLS ID: _____

New Broker's Name: _____ MLS ID: _____

New Broker's Signature: _____ Contact Phone: _____

REQUIRED SIGNATURE (Person making the change): _____ Date: _____

OFFICE USE ONLY
USERNAME: _____ PASSWORD: _____

MEMBER #: _____

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