



Northwest Vermont
REALTOR® Association

Member Transfer Form

All members transferring offices who have Primary or Secondary REALTOR® membership with NVRA are required to complete this form. There is a \$40 administrative fee for processing office transfers.

INSTRUCTIONS

1. Complete Section 1 of this form. Complete relevant portions of Section 2.
2. Along with this form, please send a signed copy of the VT Real Estate Commission’s “Change of Information Form”.
3. Electronic Submission: Scan and email both forms to katie@nwvtrealtor.org. When your transfer is processed, you will receive a confirmation email.
 - a. At that time, please pay the transfer fee online through the Member Portal or call the NVRA office and pay over the phone with a credit or debit card.
4. Submitting By Mail: You can send your completed form and a check made payable to NVRA to: NVRA, PO Box 814 Williston, VT 05495. You will receive an email confirmation once your transfer is processed.

I. Transfer Information

Name as shown on License _____

Name to appear on roster _____ Nickname _____

License No. _____ License Effective Date (Most Recent): _____

License Type: (circle one) Broker Salesperson Appraiser

Firm Transferring From _____

New Firm _____

Designated REALTOR® of Firm _____

II. Contact Information Update – Only complete if your information has changed.

Home Street Address _____

City _____ State _____ ZIP _____

Home Mailing Address _____

City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____

E-Mail Address _____ Agent Website _____

Preferred Phone: (circle one) CELL HOME OFFICE

Preferred Address for Mail: (circle one) HOME OFFICE

Preferred Address for Publications: (circle one) HOME OFFICE

Member Signature _____ Date _____