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**ADD/DROP AND TRANSFER NOTICE**  
**SAR and SMLC**  
**PLEASE PRINT!**

Date \_\_\_\_\_

(Please Check):  Broker  REALTOR®  Non-REALTOR Sales Person  **Unlicensed Staff/Admin**  
**If New Info** (Please check)  Address  Home Phone  Cell Phone  E-mail

Company \_\_\_\_\_ **Agent License #** \_\_\_\_\_

License Type \_\_\_\_\_

Name (Last, First, MI) \_\_\_\_\_

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail \_\_\_\_\_

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_

Preferred Mailing Address: (Please Check)  Home  Office

**DROPPED FROM:** (Company Agent is leaving or transferring from)

Office Name \_\_\_\_\_ Office Code \_\_\_\_\_

Office Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_

**\*Broker's Signature**

**Please attach verification of changes from Georgia Real Estate Commission, i.e.: new pocket card, receipt from GREC website**

**ADDED OR TRANSFERRED TO:** (Company Agent is transferring to)  **Designated Realtor** – update all office listing data

**Realtor No Add** – cannot update listing data  **Realtor Add/Modify** – update their listing data  **Realtor Admin** – update their listings and expiration dates  **Office Admin** - update all office listing data  **Agent Admin** update specific Agents listing data with permission

Company Name \_\_\_\_\_ Office Code \_\_\_\_\_

Office Address \_\_\_\_\_

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_

**\*Broker's Signature**

**BOARD USE ONLY**

Update \_\_\_ Transfer \_\_\_ New \_\_\_ Reactivate \_\_\_ Broker# \_\_\_\_\_ Member# \_\_\_\_\_ MLS# \_\_\_\_\_

Emailed \_\_\_ Billed \_\_\_\_\_ MLS User Name \_\_\_\_\_ MLS Password \_\_\_\_\_

SAR \_\_\_\_\_ SMLC \_\_\_\_\_