



MEMBERSHIP TERMINATION, TRANSFER, AND INACTIVATION FORM

Member Information	
Member Name	
NRDS #	License # (if applicable)
Current Office Name	
Office Address	
Broker/ DR Name	
Select One	<input type="checkbox"/> Termination – Remove member from office. Complete section 1. <input type="checkbox"/> Transfer – Change member office affiliation. <u>There is a \$25.00 transfer fee assessed by WCAR.</u> Complete section 2. <input type="checkbox"/> Inactivation – Cancel membership. Complete section 3. <input type="checkbox"/> Other Member Changes – All membership transfers complete section 4.
Section 1 – Termination (Broker/DR only)	
<p>_____ (<i>initial</i>) As the Broker/ DR responsible for the above-mentioned office, I hereby notify the West Central Association of REALTORS® and MLS that effective _____ (<i>date</i>), the above referenced member is no longer affiliated with my firm <u>and</u> the member’s license has been updated with the Michigan Licensing and Regulatory Affairs (LARA). The WCAR and MLS services for the member will be inactivated. Use this area to request a change in the records of WCAR (membership/MLS). Changes will not be made if area information is incomplete. If the information is incomplete, no changes will be made and the form will be returned for completion. The form is not intended to be used for the Department of Licensing and Regulatory Affairs (LARA) Services. *The broker/ DR may still be responsible for outstanding membership dues amounts for non-members, regardless of termination, including SentiLock keybox leases. *</p>	
Termination Reason:	
Broker/ DR Signature	Date
Section 2 – Transfer	
<p>_____ (<i>initial</i>) As the Broker/ DR responsible for the below referenced office, I understand and accept responsibility for the above referenced member and the member’s responsibilities to comply with the bylaws, policies, procedures, rules and regulations of the Local, State and National Association of REALTORS® and the WCAR MLS. I certify the member’s license has been updated with the Michigan Licensing and Regulatory Affairs (LARA) and all membership dues and services fees are current. I understand the West Central Association of REALTORS® assesses a \$25.00 non-refundable fee on all membership office transfers beginning January 1, 2020. All transfers must be reported by the 15th of ANY month to ensure proper billing of MLS services.</p>	
New Office Name	
Office Address	
Member Signature	Date
Broker/ DR Signature	Date
Transfer Office Broker Signature	Date
Section 3 – Inactivation (Member Request)	
<p>_____ (<i>initial</i>) I hereby wish to inactivate my membership in the following organization(s):</p> <input type="checkbox"/> West Central Association of REALTORS® <input type="checkbox"/> All WCAR Services	



I understand that all services associated with the above referenced organizations will be inactivated and additional fees, including, but not limited to reinstatement and unpaid dues and fees, may be assessed if I rejoin at another time. I acknowledge that if I am a Broker/ DR of the office, all members in the office will be inactivated and that appropriate updates have been made to Michigan Licensing and Regulatory Affairs (LARA) .

Section 4- Other Member Changes:

Office Address:

Office Name: _____

Old Address: _____

New Address: _____

Member Address:

Member Name: _____

Old Address: _____

New Address: _____

Email Address:

Office Email: _____

Office Name: _____

Member Email: _____

Phone Number:

Office Phone: _____

Member Phone: _____

Other: _____

Association and MLS services are available only to active members. **Association** – Inactivated Association members who are rejoining will be assessed full unpaid memberships dues and fees for the year. **MLS** – Inactivated MLS members who are rejoining will be treated as new applicants regardless of when membership was inactivated and will be assessed all fees applicable to new applicants.

WCAR Office Use Only: Flex Growthzone SentiLock Group Email QuickBooks Received by _____ Date _____

Inactivated members with on-market and pending MLS listings will be transferred to the Broker/ DR or withdrawn from the MLS if the inactivating member is the Broker/ DR. No listing changes will be made for members transferring to another office unless a listing transfer request is submitted.

MLS #	Address



** Please note: Only active, active with contingencies and pending listings can be transferred*

I authorize to release listing(s) listed above to:

New Office Name

New Broker/DR Name

Listing Broker Name

Print Previous Broker/DR Name Releasing Listing(s)

Signature Previous Broker/DR Name Releasing Listing(s)

Date

Phone: 231-796-3640
Email: wcar@westcentralaor.org