



REQUEST TO DROP SALESPERSON/ASSOCIATE BROKER

Suburban West REALTORS® Association
1 Country View Road, Ste. 201
Malvern, PA 19355

Phone: 610-560-4800
Fax: 610-560-4801
Email: tlavelle@suburbanwestrealtors.com

Use this form to notify Suburban West REALTORS® Association when a licensee is no longer contracted with you. Once SWRA receives this completed form, we will remove the licensee from your office roster. If the individual being removed is the Designated REALTOR® or responsible member (i.e. office manager), please indicate a replacement who will have managerial rights in the notes section below.

NOTE: This form does not replace or fulfill Pennsylvania's Real Estate Commission requirement nor does it replace or fulfill TREND's requirement.

AGENT INFORMATION

NAME: _____

LICENSE #: _____

REASON:

- Escrow (license has been placed in escrow with State by broker or licensee)
- Referral (license has been placed with a Limited Function Referral Office as designated with state real estate commission)
- Jurisdiction (licensee has affiliated with another local REALTOR® association. NOTE: A letter of good standing is required from the new local REALTOR® Association)
- Transfer to Another Company (licensee has affiliated their license with another company. Please indicate company here, if known:
_____)

Office Use Only:

Member # _____

OFFICE INFORMATION

OFFICE NAME AND CITY REQUIRED

OFFICE NAME: _____

PRINT NAME: _____ DATE: _____

BROKER/AUTHORIZED OFFICE MANAGER SIGNATURE REQUIRED

BROKER SIGNATURE: _____

NOTES:

You may send this completed form to Suburban West REALTORS® Association, care of Tina Lavelle:

- a PDF via email (tlavelle@suburbanwestrealtors.com),
- via fax (610-560-4801) or
- via mail (1 Country View Road, Ste. 201, Malvern, PA 19355)