

**Greater Idaho Falls Association of REALTORS®  
& The Snake River Regional Multiple Listing Service's  
Agent License Status Change & Lockbox Transfer Form**

(As of February 1, 2017)

**INSTRUCTIONS:**

Entering the information on the Idaho Real Estate Commission's website does **not** inform the Greater Idaho Falls Association of REALTORS® (The "Association") or the Snake River Regional Multiple Listing Service (The "MLS") of a change and, therefore, does not allow for billing and other necessary changes with the MLS and Association. Brokers are responsible for insuring the status of their agents is accurate and current. In the event of an Agent transfer, we **MUST** have the signatures of both the Releasing Broker and the New Broker in order to ensure that accurate records are maintained in the NAVICA and SUPRA systems.

**Name of Licensee:** \_\_\_\_\_ (type it as it appears on the License)  
**License Number of Licensee:** \_\_\_\_\_ **Date of Change:** \_\_\_\_\_

<b>CHANGE FROM</b> (Complete only those items that will be changing)	<b>CHANGE TO</b> (Complete only those items that will be changing)
License Type: <input type="checkbox"/> Sales Associate    Status: <input type="checkbox"/> Active <input type="checkbox"/> Broker <input type="checkbox"/> Inactive <input type="checkbox"/> Assoc. Broker <input type="checkbox"/> Provisional <input type="checkbox"/> Designated Broker <input type="checkbox"/> Other <input type="checkbox"/> Branch Manager <input type="checkbox"/> LFRO <input type="checkbox"/> Licensed Assistant	License Type: <input type="checkbox"/> Sales Associate    Status: <input type="checkbox"/> Active <input type="checkbox"/> Broker <input type="checkbox"/> Inactive <input type="checkbox"/> Assoc. Broker <input type="checkbox"/> Provisional <input type="checkbox"/> Designated Broker <input type="checkbox"/> Other <input type="checkbox"/> Branch Manager <input type="checkbox"/> LFRO <input type="checkbox"/> Licensed Assistant
Firm Name:	Firm Name:
Designated Broker:	Designated Broker:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:

**CURRENT/RELEASING BROKER (please indicate choices):**

Withdraw/Cancel **OR**  Transfer to the New Broker - the following listings with the above named licensee:  
 \_\_\_\_\_  
 \_\_\_\_\_

DO NOT Transfer **OR**  Transfer - the following Lockboxes to the New Broker on behalf of the licensee:

<b>Lockbox Number    shackle code</b>	<b>Lockbox Number    shackle code</b>	<b>Lockbox Number    shackle code</b>																								
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If checked, the **Current/Releasing Broker** of the above referenced Lockboxes states that they are currently in his/her inventory and is willing to release them to the **New/Accepting Broker**. The **New/Accepting Broker** hereby accepts the above listed Lockboxes and assumes all rights, liability, responsibility, and obligations pursuant to the current Lockbox Agreement and the Rules and Regulations of the Snake River Regional Multiple Listing Service.

\_\_\_\_\_  
**Current/Releasing Broker / Date**

\_\_\_\_\_  
**New/Accepting Broker / Date**

\_\_\_\_\_  
**Licensee (if available) / Date**