

**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: __ Sales Associate    Status: __ Active __ Broker                    __ Inactive __ Assoc. Broker            __ Provisional __ Designated Broker       __ Other __ Branch Manager        __ LFRO __ Licensed Assistant	License Type: __ Sales Associate    Status: __ Active __ Broker                    __ Inactive __ Assoc. Broker            __ Provisional __ Designated Broker       __ Other __ Branch Manager        __ LFRO __ 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:

Lockbox Number    shackle code	Lockbox Number    shackle code	Lockbox Number    shackle code
1-                      _____	5-                      _____	9-                      _____
2-                      _____	6-                      _____	10-                     _____
3-                      _____	7-                      _____	11-                     _____
4-                      _____	8-                      _____	12-                     _____

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**