HUNTSVILLE AREA ASSOCIATION OF REALTORS®

AGENT DELETE FORM REQUEST

1. AGENT INFORMATION

Agent Name: _____ **MLS Agent ID:** _____
(Name of agent to be removed from MLS roster)

License #_____

Reason for Deletion *(check one – required)*:
☐ License Inactivated
☐ Transferring to another Firm/Company
☐ Belongs to: _____ MLS
☐ Other: _____

2. REMOVING AN AGENT FROM YOUR ROSTER

Broker Certification
☐ I am returning the license of the above-named agent to the Real Estate Commission.
Important: This form must be submitted (emailed) to ValleyMLS.com by the **10th of the month**. Any unpaid participation fees after this date will be the responsibility of the broker.

Broker/Designated REALTOR® Printed Name: _____

Broker Signature: _____ **Date:** _____

Reporting Company Name: _____ **MLS Office ID:** _____

Branch Office ID: _____

Primary Board/Association:
☐ Huntsville Area ☐ Athens/Limestone ☐ Northeast Alabama
☐ Marshall County ☐ Morgan County

3. IMPORTANT REMINDERS FOR BROKER/DESIGNATED REALTOR/DR

ASSUME IDENTITY: Remove the ability for this agent to assume the identity of: _____ (Agent ID)
(If not applicable, enter "N/A." Assume Identity allows an agent to make listing changes for another agent or broker.)
CURRENT INVENTORY: Active/Contingent/Pending listings will remain with your office.

- If listings should follow the departing agent, CANCEL them so the agent can re-enter them at the new brokerage.
- If listings remain with your office, the broker must update the listing agent's name, if applicable.

SENTRIKEY: Once the agent is terminated, their SentriKey will be automatically deactivated.

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