INACTIVATE OFFICE FORM REQUEST

OFFICE NAME_____MLS OFFICE ID: _____
Name of OFFICE to be inactivated

REQUEST TO INACTIVATE AN OFFICE

Note: This form must be submitted (emailed) by the tenth (10th) of the month, or any unpaid Participation fees will be the responsibility of the broker.

_____ _____ _____
Broker/Designated REALTOR **PRINTED Name** **Broker**/ Designated Realtor **Signature** **Date**

_____ _____
Broker/Designated REALTOR email Phone

Primary Board/Association

☐ Huntsville Area ☐ Athens/Limestone ☐ Etowah/Cherokee ☐ DeKalb County

☐ Jackson County ☐ Marshall County ☐ Morgan County ☐ Other_____

IMPORTANT NOTICE The MLS WILL NOT BE ABLE O CLOSE THE OFFICE UNTIL THE BELOW ITEMS ARE COMPLETE

☐ **ACTIVE/CONTINGENT/PENDING LISTINGS** active/contingent or pending listings will need to be **inactivated** or transferred out of the office prior to making the office inactive.

☐ ALL LICENSEES in the office being closed will need to be deleted or transferred out of the office before the office can be inactivated.

☐ **SUPRA eKEY/Active Key** –Agent(s) will need to return Key to issuing Association so the Supra Contract can be cancelled. **SUPRA will continue billing the agent until the contract is cancelled.**

HAAR/MLSOFFICE STAFF ONLY

All listings in Paragon have been inactivated_____

Office Inactivated in Rap_____ **Agent(s) transferred/inactivated in Rap**_____

Office Inactivated in Paragon_____ **Agent(s) transferred/inactivated in Paragon**_____

Notification Letter_____ **Supra**_____ (inactivate office)

Invoices _____

Date_____/_____/_____ **STAFF INITIALS**_____

535 Monroe Street, Huntsville, AL 35801
EMAIL: membership@valleymls.com PHONE: 256-536-3334