

Clarke, Frederick, Warren Counties & City of Winchester, VA  
181 Garber Lane, Winchester, VA 22602  
www.blueridgerealtors.com

540-667-2606



## NOTICE OF OFFICE TRANSFER

Please complete all fields and email to: [receptionist@brarva.com](mailto:receptionist@brarva.com)

**This serves to notify the Association of the following Member transfer:**

Member Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Current Firm Name & Address: \_\_\_\_\_  
\_\_\_\_\_

New Firm Name: \_\_\_\_\_

New Firm Address: \_\_\_\_\_

New Firm Phone # \_\_\_\_\_

Signature: \_\_\_\_\_

**Member**

\_\_\_\_\_ Date

Signature: \_\_\_\_\_

**New Responsible Broker**

\_\_\_\_\_ Date

**Transfer Fee - \$25.00.**

Select One: Visa\_\_ MasterCard\_\_ American Express\_\_ Discover\_\_

Amount to be charged: \$25.00

Credit Card# \_\_\_\_\_ CVV \_\_\_\_\_ Exp \_\_\_\_\_

Billing Address for Credit Card: \_\_\_\_\_  
\_\_\_\_\_

Card Holders Name (print) \_\_\_\_\_

Signature: \_\_\_\_\_

### Office Use Only

\_\_\_\_ Upload to GZ

\_\_\_\_ NRDS

\_\_\_\_ QuickBooks

\_\_\_\_ SentiLock

\_\_\_\_ Membership Report

\_\_\_\_ Paid CC\_\_ CASH\_\_ CK\_\_

Revised 7/2/2024