

MEMO

To: Douglas County Board of REALTORS®

From:

Office: _____

Broker: _____

RE: Name of Licensee: _____

Adding an agent:

This report is to notify the Douglas County Board of Realtors®,
that the above named licensee **entered** my office on : _____

(Please enter the date the license was active in your office.)

The agent was previously working at: _____ (office).

New agent needs application to join the board. Yes ____ No ____

Removing an agent:

This report is to notify the Douglas County Board of Realtors® that the above named licensee
has **left** the office and their license was sent back to the agency on: _____.

Where transferred to, (if known): _____

This notice satisfies my responsibility as a broker to notify the board within 30 days of the
affiliation or severance of an individual licensee. (Article VI - Privileges and Obligations
Section 12.)

Broker

Date

(To be completed and sent to the Board office when an agent enters or leaves your office.)