



## STAFF or Personnel Status Change Form

**ADD MLS Staff**

**DELETE MLS Staff**

Effective Date: \_\_\_\_\_

### STAFF INFORMATION

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ SS# \_\_\_\_\_  
last 4 digits  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Firm \_\_\_\_\_ Email Address \_\_\_\_\_

### STAFF ADDRESS OR PHONE CHANGE:

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_ SS# \_\_\_\_\_  
last 4 digits  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Firm \_\_\_\_\_ Email Address \_\_\_\_\_

### BROKER OFFICE ADDRESS OR PHONE CHANGE:

Firm \_\_\_\_\_ Branch \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Broker # \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Email Address \_\_\_\_\_

**Broker's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

NOTE: To be submitted to Board Office immediately upon change. Fax: 337-477-3973

<u>For office use only:</u>					
<b>MLS</b>	<b>NRDS</b>	<b>CC</b>	<b>QB</b>	<b>LREC</b>	<b>CEO</b>
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
Initial: _____	Initial: _____	Initial: _____	Initial: _____	Initial: _____	Initial: _____