

NORTH CENTRAL JERSEY ASSOCIATION OF REALTORS®, INC.

MORRISTOWN OFFICE
910 Mt. Kemble Ave.
Morristown, NJ 07960
Phone 973-425-0110 – Fax 973-425-2590

SPRINGFIELD OFFICE
45 Springfield Ave.
Springfield, NJ 07081
Phone 973-564-7644 – Fax 973-564-5793

REALTOR TERMINATION PROCEDURE

To keep our records accurate, it is essential that the Designated REALTOR® follow the procedures stated below for each REALTOR® member who leaves your office.

The Designated REALTOR® is reminded that you remain fully responsible and liable for each agent until the agent is properly terminated or transferred in the Board's records.

All fees for services provided must be paid in full.

To terminate memberships of REALTOR® licenses being sent to the Real Estate Commission or to a referral status, sign the appropriate line below. This will immediately remove the Designated Realtor's responsibility for the individual.

We suggest that the Designated REALTOR® not release any license until all these procedures have been checked.

REALTOR TERMINATION REPORT

TO: NORTH CENTRAL JERSEY ASSOCIATION OF REALTORS®

My former Associate _____ License # _____

Terminated his/her affiliation with me on _____

- His/her license was transferred to _____
- _____ Was returned to the Real Estate Commission
- _____ Was released to Referral Status with _____

Please terminate my membership as of this date with the NORTH CENTRAL JERSEY ASSOCIATION OF REALTORS®.

Signature of REALTOR®

OFFICE NAME

BROKER/MANAGER

DATE

- ◆ When a license is sent back, please submit a copy with Termination Report.