

User Change Request

RealTracs, Inc.

301 Seven Springs Way, Suite 200, Brentwood, TN 37027

Phone (615) 385-0777

Email completed request to: membership@realtracs.com

Office Name: _____

Office Code: _____

Adding a User

Circle One: **Broker or Affiliate Broker** **Appraiser** **Office Staff**

Name (Please Print): _____

User's Personal Email Address: _____

User's Mobile Number: _____

License Number: _____

Previous Office (if transferring): _____

Signature of Principal Broker / Participant

Date

Deleting a User

Circle One: **Appraiser** **Office Staff** **Waiver** **Personal Assistant**

*** When removing a real estate broker or affiliate broker, please send the TREC1 form in lieu of this form.**

Name (Please Print): _____

Signature of Principal Broker / Participant

Date

- MLS Fees are non-refundable and non-transferrable.
- To add a personal assistant, please use the Personal Assistant form.
- To add an appraiser trainee, please use the Appraiser Trainee Waiver Request form.
- To transfer listings, a status change amendment form with releasing broker and seller signatures must be submitted to MLS.