

Agent Change of Info Form



This form is for making changes to an agent's **personal** information. This form is required for all agent information updates.

THIS FORM IS NOT FOR TRANSFERING AN AGENT TO A DIFFERENT BROKERAGE. PLEASE USE THE AGENT TRANSFER FORM FOR THAT.

This form is **not** for changing an office's information. Please complete the **Office Change of Information Form** for that (BROKER ONLY).

If you desire a higher access level in Paragon, then please have your broker complete the bottom section of the form.

Please submit the form to member@wisre.com, it may take up to 2 business days for the transfer to be processed. By submitting this form, you confirm that you have read and understand these instructions.

AGENT FIRST NAME	AGENT LAST NAME
<input type="text"/>	<input type="text"/>

NEW INFORMATION

***Please only input information that you want changed**

NAME	WEBSITE
<input type="text"/>	<input type="text"/>
EMAIL ADDRESS	PREFERRED PHONE NUMBER
<input type="text"/>	<input type="text"/>
HOME ADDRESS	OTHER PHONE NUMBER
<input type="text"/>	<input type="text"/>
OTHER ADDRESS	
<input type="text"/>	
OTHER	
<input type="text"/>	
MLS ACCESS LEVEL CHANGE (CHECK THE BOX)	
<input type="checkbox"/> Full Listing access (can edit and post their own listings)	<input type="checkbox"/> Office staff access (can edit and post listings belonging to other agents within their firm)
BROKER SIGNATURE:	DATE:
<i>*Only required if MLS access level change is requested</i>	

AGENT SIGNATURE:	DATE:
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