

**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 the dues of each agent until the agent is properly terminated or transferred in the Board's records.

**Please fill out the info below by checking the appropriate box, sign, date, and forward to the board office.**

**REALTOR® TERMINATION REPORT**

**TO: NORTH CENTRAL JERSEY ASSOCIATION OF REALTORS®**

My former Associate \_\_\_\_\_ License # \_\_\_\_\_

Terminated his/her affiliation with me on \_\_\_\_\_

- Was inactivated with the NJ Real Estate Commission (***Please Enclose a Copy of the REC Inactivation Report***)
- License was transferred to: (other real estate office) \_\_\_\_\_
- License was transferred to : (referral company) \_\_\_\_\_

***\* Please be advised that any REALTOR® licensee that has changed their license status to "Referral" within your sales office remains under the responsibility of the Designated REALTOR® and per NAR dues policy still must pay NCJAR membership dues.***

\_\_\_\_\_  
Broker/Manager

\_\_\_\_\_  
Office Name

\_\_\_\_\_  
Date