

# North Central Jersey Association of REALTORS®

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## 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 [UPLOAD HERE](#).

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### 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.***

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Broker/Manager

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Office Name

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Date