



Change in Subscriber Information Form (\$100 fee)

Date _____

Subscriber Last Name: _____ First Name _____

User ID# _____ Office Phone: _____ Home Phone _____

- **Agent Office Transfer Attach Real Estate Commission notification form** (If transfer of listings is involved, please attach an Application to Transfer Listings form) (**\$50 fee**)

- **Local Association Affiliation Change (No Charge)**

The above named Subscriber has changed local REALTOR® Association/Board Affiliation

Previous Association: _____ New Association _____

The above-named Subscriber has terminated all REALTOR Association/Board Affiliation. This action may result in higher monthly HIS subscription fees for the Subscriber's next billing.

- **Subscriber Contact Information Change: (No Charge if Agents make the changes themselves)**

Access **MY PROFILE** on WebREsearch:

- Login
- Click **GO** on toolbar
- Click on drop down menu
- Click **ROSTER**
- Click **MY PROFILE** next to the **GO** Button on toolbar.
- You are able to make changes to your personal data in the fields provided.
- Click **SAVE** when all changes have been made. (Note: Changes **WILL NOT** go through unless **SAVE** is clicked)
- Click **RETURN TO PROPERTY SEARCH**

- **Change in License Status** -HIS requires a copy of license

Change Status from RA to R Change Status from R or RA to ____ B or ____ S

- **Termination of HIS Subscription Service – BROKER SIGNATURE REQUIRED (No Charge)**

- Please terminate my HIS subscription effective the following business day **Check applicable box below**
- The above named subscriber has returned their license to the Real Estate Commission
- The above-named subscriber has transferred to secretary/assistant/waiver status. Waiver application granted by HIS on _____.

Broker or BIC's signature: _____
(Required for processing) Subscriber ID# _____

Please FAX this form to HIS at 888-628-3121 or 536-6499