



312.803.4900  
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## C.A.R. Member Transfer Notification Request

According to Real Estate License Act of 2000 Sec. 5-40: Date of Request: \_\_\_\_\_.

- b) When a licensee terminates his or her employment or association with a sponsoring managing broker or the employment is terminated by the sponsoring broker, the licensee shall obtain from the sponsoring broker his or her license endorsed by the sponsoring broker indicating the termination. The sponsoring broker shall surrender to IDFPR a copy of the license of the licensee within 2 days of the termination or shall notify IDFPR in writing of the termination and explain why a copy of the license is not surrendered. *Failure of the sponsoring broker to surrender the license shall subject the sponsoring broker to discipline under Section 20-20 of the Act.* The license of any licensee whose association with a sponsoring broker is terminated shall automatically become inoperative immediately upon the termination unless the licensee accepts employment or becomes associated with a new sponsoring broker pursuant to subsection (c) of this Section.
- c) When a licensee accepts employment or association with a new sponsoring managing broker, the new sponsoring managing broker shall send, by certified mail, return receipt requested, or other delivery service requiring a signature upon delivery, to IDFPR a duplicate sponsor card, along with the licensee's endorsed license or *an affidavit of the licensee of why the endorsed license is not surrendered*, and shall pay the appropriate fee prescribed by rule to cover administrative expenses attendant to the changes in the registration of the licensee.

**New Sponsoring Managing Brokers** - Complete this form. Attach a copy of the **45 day sponsor card**, signed off license or a copy of the *affidavit of the licensee, as to why the endorsed license was not surrendered*. If paying by Credit Card, submit this form via secure file upload at <http://www.chicagorealtor.com/upload>. If paying by check make it payable to Chicago Association of REALTORS® and mail it to the "Central" address below, or drop it off at one of the C.A.R. locations; CAR Central: Monday thru Friday, between the hours of 8:30am - 5:00pm. CAR West Towns: Tues. & Thurs. 9:00am-12noon and 1:00pm-4:00pm.

Agent First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ C.A.R. ID#: \_\_\_\_\_

RE License #: \_\_\_\_\_ Old C.A.R. Office ID # \_\_\_\_\_

Old Office Name: \_\_\_\_\_

New Responsible Managing Broker First and Last Name: \_\_\_\_\_

Office Name: \_\_\_\_\_ Office Address: \_\_\_\_\_

C.A.R. Office ID#: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

New Phone for MLS: (\_\_\_\_) \_\_\_\_\_ Agent's New Email Address: \_\_\_\_\_

Signature of Responsible Managing Broker: \_\_\_\_\_

\$50.00 Transfer Fee Required: Circle one: Visa, Master Card or AMEX

Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ Signature \_\_\_\_\_

By default, agents are giving the following rights within ConnectMLS. Should you wish to disallow any of the following options, please check off the box and those checked will NOT be given to the agent. Rights can be updated in the future by contacting us at 312-803-4900.

- |   |   |
|---|---|
| <input type="checkbox"/> Use custom reports         | <input type="checkbox"/> Search tax records   |
| <input type="checkbox"/> Hotsheets                  | <input type="checkbox"/> Enable advanced AMS search                                   |
| <input type="checkbox"/> Open house/tours search    | <input type="checkbox"/> Add/Edit own listings  |
| <input type="checkbox"/> Search off-market listings | <input type="checkbox"/> Search active listings (requires search off-market listings) |
| <input type="checkbox"/> Use the financial tools    | <input type="checkbox"/> E-mail listings/prospecting                                  |