



## Office Change Form

(For Name Changes use the Office Name Change Form)

### **Office Address Change:**

MLS Office ID: \_\_\_\_\_

New Office Address: \_\_\_\_\_  
\_\_\_\_\_

**NOTE 1:** A copy of office license reflecting the new office address must accompany this change form for processing.

Participating Broker's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### **Office Phone and/or Fax Number Change:**

MLS Office ID: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Broker/Office Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### **Office Email and/or Webpage Address:**

MLS Office ID: \_\_\_\_\_

Office Email: \_\_\_\_\_ Web Page Address: \_\_\_\_\_

Broker/Office Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### **Designate or Non-Designate an Office Manager:**

**Designating:**

**Non-Designating:**

MLS Office ID: \_\_\_\_\_

Name: \_\_\_\_\_ NORMLS User ID: \_\_\_\_\_

Participating Broker's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**NOTE 1:** To add an Office Manager, they must have a NORMLS user ID and be in an active status with our MLS.

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**Email Change to [membership@normls.com](mailto:membership@normls.com)**