

Use this form to delete an Associate and cancel their Metrolist account.

## Instructions

1. Enter the information to identify the associate and office.
2. Print and sign (Participant).
3. Fax completed form to (303) 850-9637.

### ATTENTION:

- For Associates who are joining a new office, please use the **Transfer Associate Account** form. For Participants who are canceling their account, please use the **Close Office Account** form.
- \$25 fee will be applied to Associate Account if still active with DORA four weeks after the date on this form.

### Associate information

• Denotes required field

• Username <small>(6 character code based on real estate license)</small>	
• First name	• Last name
• Email	• Alternate Email
• Phone	• Alternate Phone

### Office information

• Office ID	• Office name
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**Note:** This form requires the signature of the Participant.

## Important Information for Participants

The Participant is responsible for ensuring all licensees in the office are Metrolist members. When deleting an Associate's/Appraiser's Metrolist account, please also promptly return his/her license to the Colorado Division of Real Estate.

Should the DORA website show this Associate/Appraiser with an active license in your office after four weeks from the submission of this form, the account will be reactivated, back-billed to the requested delete date, and charged a \$25 change fee.

For questions about this form, please contact Customer Support at (303) 850-9613, option 1.

• Participant (Managing Broker) signature	• Date
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