

Use this form to close an office account with Metrolist.

## Instructions

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

**ATTENTION:** Submitting this form **cancels** all Associate accounts under the office; and **withdraws** all active and under contract listings under the office.

### Participant information

• Denotes required field

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

### Office information

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

## Additional Instructions

If a new Participant is replacing the current Participant, the new Participant must submit a Participation Agreement and pay all associated fees.

- I want to close this office account **and** I am transferring to another office:
- as a Broker Associate.
  - as a Participant of another office.

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

• Participant (Managing Broker) signature	• Date
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