

Use this form to update office account information, such as office address, phone number or other contact information.

Instructions

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

Participant information

• Denotes required field

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

Office information

• Office ID	New office ID (\$100 charge)		
• Office name			
Office phone		Office fax	
Office address			
City		State	ZIP
Mailing Address			<small>(if different than office address)</small>
City		State	ZIP

Note: This form requires the signature of the Participant.

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

• Participant (Managing Broker) signature	• Date
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