



AGENT NO LONGER AT OFFICE

Complete this form when an agent is no longer at your office

www.CDAROnline.org | 760-346-5637

The following agent no longer works for the company/firm:

Agent Name: _____

Agent MLS ID: _____

Please leave this field blank if you do not know the agent's MLS ID number

Office ID Number: _____

Please leave this field blank if you do not know the office's MLS ID number

Broker's Name: _____

Broker's MLS ID: _____

Please leave this field blank if you do not know the Broker's MLS ID number

IMPORTANT NOTE: Once this form has been submitted, it will be processed immediately by CDAR staff, and the agent will be removed from the office.

Brokers must also remove the licensee/agent from the Broker's Department of Real Estate (DRE) license when notifying that the agent is no longer with the company. CDAR staff cannot assist with this step. The Broker and/or Office Manager must use the DRE's online portal or contact the DRE to complete this step.

Broker's Signature: _____ Date: _____

The Broker's signature is required for this form to be considered valid for processing by CDAR staff.

FOR CDAR ADMIN ONLY: Date Processed: _____

Please e-mail completed form to Juan@cdaronline.org

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