



Notification of Severance Form

To secure an orderly process, please send this form signed by your broker to the Tucson Association of REALTORS®. For additional questions, call 520-327-4218. *Please allow 2 business days for processing time.

Notice of Severance:

Definition – REALTORS® can be severed by the Designated Broker of their company in one of the following ways:

- Voluntarily disassociated themselves from the company
Or
- If their Broker has suspended or expelled them from the Association.

Until you are reaffiliated with another Designated Broker, you will be considered inactive. When a licensee is severed by a Designated Broker, it shall be the duty and responsibility of that Broker to notify the Association within ten (10) business days of such severance on the form provided by the Association. (ref: TAR Bylaws: Article V, Section 5)

No refund of any annual dues or assessments will be made for the current year, assuming receipt of resignation notice is received prior to December 31. (ref: TAR Bylaws: Article VI, Section 9)

Supra cancellation of services is a separate transaction and must be received in writing by the keyholder only. Please email frontdesk@mlssaz.com a request to un-assign your eKEY services and stop the monthly billing. (ref: Supra Keyholder Agreement: Section 4.e) This is only necessary if you as the keyholder do not plan to reaffiliate yourself with a new Designated Broker within 90 days or less. \$50 activation fee will apply to reactivate services.

Please email the completed form to frontdesk@tucsonrealtors.org for processing

Agent Member ID/NRDS ID#: _____

Agent Name as it appears on ADRE license: _____

Agent Nickname (where applicable): _____

Agent Phone #: _____

Severing Office Name: _____

Severing Office MLS ID#/NRDS ID#: _____

Severing Office Address: _____

DESIGNATED BROKER

Date: _____

Signature: _____

Printed Name: _____