



Sussex County Association of REALTORS®
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REALTOR® TERMINATION PROCEDURE

To keep our records accurate, it is essential that the Designated Office Broker/Manager REALTOR® follow procedures stated below for each REALTOR® member who leaves your office.

The Designated Office Broker/Manager REALTOR® is reminded that you remain fully responsible and liable for the dues of each agent until the agent is properly terminated or transferred in the Sussex County Association of REALTOR® records.

REALTOR® TERMINATION REPORT

To: Sussex County Association of REALTORS®

My former Associate _____ License # _____

Terminated his/her affiliation with me on _____

- Inactivated with the NJ Real Estate Commission (**Please enclose a copy of the REC Inactivation report**)
- License was transferred to another real estate office: _____
- License was transferred to a referral company: _____

***Please be advised that any REALTOR® licensee that has changed their license status to "Referral" within *your* sales office remains under the responsibility of the Designated Office Broker/Manager REALTOR® and per NAR dues policy must pay SCAR membership dues.**

Broker/Manager

Office Name

Date