



Sussex County Association of REALTORS®  
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***REALTOR® TERMINATION PROCEDURE***

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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.

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**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