

MEMBERSHIP CHANGE FORM

TRANSFERS / TERMINATIONS

Please email completed form to Member Services at membership@lstar.ca

MEMBER INFORMATION **PRINT CLEARLY PLEASE**

First Name		Middle Name		Last Name(s)	
Apt / Unit #	Residential Address of Member			Residential Telephone #	
City	Province	Postal Code	Email		

TRANSFER MEMBER TO ANOTHER BROKERAGE / FIRM

Name of Brokerage / Firm Transferring to :	
Brokerage / Firm Address :	
Effective Date: (dd/mm/yy) :	
_____	_____
Broker / Manager's Name	Broker/Manager's Signature with signing authority

BILLING

Bill all Charges to me individually	PB Initials *Required
Bill all Charges to my Office (requires PB signature) ➡➡➡➡	

MATRIX PERMISSIONS

Please note, this individual could have permissions that include:

- Input changes for contract items such as expiry extensions and price changes
- Amendments, changes and sales

Do you allow this individual to do contract changes **PB Initials *Required**

Do you allow this individual to do status changes and amendments **PB Initials *Required**

If the Member transfers to another Brokerage / Firm within the same month that their Membership was terminated, the Member is responsible for the full month's assessment. The transfer will not be effected until the outstanding assessment has been paid in full. If the Member transfers to another Brokerage / Firm the following month(s) (within 60 days of termination), the Member is responsible for all assessments back to the date of termination and the transfer will not be effected until the outstanding assessment(s) have been paid in full.

TERMINATION OF MEMBERSHIP

Name of Brokerage :	_____		
Effective Date :	_____		
Reason for Termination :	Retiring	Leaving Business	Other
_____	_____		
Broker / Manager's Name	Broker / Manager's Signature with signing authority		

If this termination is received at the Association office no later than the 1st working day of the month you **will not** have to pay that month's assessment. When a Member is terminated by the Brokerage / Firm after the 1st working day of the month and the Member has not paid the Association the current month's assessment, the Member is responsible only for the days that the Member was active (until the date that the termination was received at the Association Office). A credit for the remainder of the month will be applied to the member's account.

NOTE: A member only has 60 calendar days from the date of termination to change to another Brokerage / Firm. After 60 calendar Days all applicable fees must be repaid. (ie – Initiation Fees)

TERMINATIONS: All terminations are processed IMMEDIATELY upon receipt unless there is an effective date noted.