



CAPE COD & ISLANDS
 ASSOCIATION of REALTORS®, INC.
 & MULTIPLE LISTING SERVICE, INC.

Office and Company Change Form

This form is to be used to change to update existing office or company information.
 The signature of the Designated REALTOR® is required.
 Please allow 1-2 business days for these changes to reflect on your account.

Please submit this change form by email to support@cciaor.com or mail to:

Cape Cod and Islands Association of REALTORS®, Inc.,
 Attention: Membership
 22 Mid-Tech Drive
 West Yarmouth, MA 02673

Please check type of change requested:

- Change of Name – *please include a copy of your MA Real Estate Business License if operating as a Corporation or LLC, OR if operating as a sole proprietor under any name other than your own, a copy of the DBA from the town where your business is located.*
- Change of Address
- Change of Phone Number, Email Address, Website

Effective Date: _____

Updated Company Information		
Company Name:		
Address:		
City:	State:	ZIP Code:
Brokerage License Number:	Company Phone:	
Company Email:	Company Website:	
<p>If a current company or office has a name change where the license number of the brokerage remains the same, the statistical office history in CCIMLS may be updated to reflect the new name OR a new office may be created where any statistics moving forward will be reflected separately. Please check which option you'd prefer:</p> <p><input type="checkbox"/> Update statistical history in CCIMLS to reflect new name</p> <p><input type="checkbox"/> Create new office in CCIMLS so any new statistics will be reflected separately</p>		

Designated REALTOR® Name (please print): _____

Designated REALTOR® Signature: _____

