



Office/Roster Information Change Form

Office Information Changes (\$25.00 fee)

Note: Changes to office name, license #, address and changes of PBS or PAS will require the completion and submittal of new Subscriber License & Access Agreements and other applicable forms. Upon receipt of this form, HIS will provide PBS/PAS with the required forms for completion.

Office Name Change (Please attach a copy of the DCCA Change Form.)

New Office Name and/or Trade Name: New Office License # (if applicable) Effective Date:

Office Address Change (Please attach a copy of the DCCA Change Form.)

New Street Address (as registered with the DCCA) Suite/Apt # City State Zip Code:

Principal Broker/Appraiser Subscriber Change (Please attach a copy of the DCCA Change Form.)

Name of New Principal Broker/Appraiser Subscriber PBS/PAS License #: Effective Date:

Office Contact Information Changes (No fee. Does not require a DCCA Change Form.)

Office Phone: Office Fax: Office Email: Office URL:

Roster Changes (Due within 24 hours of any change)

The PBS/PAS must report any changes to his/her employee roster to HIS within 24 hours of the change. Until HIS is notified, service to any affiliated subscriber may continue to be provided and PBS/PAS will be responsible for all fees and charges that the affiliated subscribers may incur while their service is still active.

Notes:

- 1) Requests for termination of service or reports of changes of status will not be accepted from affiliated subscribers. All affiliated subscribers who contact HIS to request termination of their service or to report changes in their statuses will be instructed to ask their respective PBS/PAS to notify HIS of these changes. Copies of the DCCA Change forms for license inactivation, terminations and transfers must be provided to HIS. Changes will be pending until processed by the DCCA and displayed on the DCCA's Professional & Vocational Licensing Search website.
- 2) Subscribers may not terminate their services unless they inactivate or terminate their licenses or no longer are employed by a PBS/PAS who is a subscriber of the MLS service.
- 3) Subscribers transferring offices will be required to complete new Subscriber License and Access Agreements and other applicable forms that must be signed by their new PBSs.
- 4) Service will be suspended immediately upon receipt of notification from the PBS/PAS that an affiliated subscriber agent has terminated or transferred. Service will be reactivated upon receipt of new license agreement and pre-payment authorization forms signed by their respective new brokers and payment of a \$50 transfer fee which includes the cost of any listing transfers. There are no refunds for any fees that have already been paid.

Employee Inactivation/Termination (No Fee. Please attach a copy of the DCCA Change Form.)

Subscriber's Name Subscriber's License # Effective Date

Employee Transfer (\$50 Fee charged to Subscriber. Please attach a copy of the DCCA Change Form.)

Subscribers Name Agent's License # Effective Date

Subscriber is transferring to: (Office Name)

The above changes are requested by:

Principal Broker's or BIC's Signature _____ Date ____/____/____ HIS Subscriber ID #

Please print and sign and email, fax, or mail this form to Hawaii Information Service.
Email to: Membership@HilInfo.com
Fax to: 1-888-628-3121 (neighbor islands); 808-536-6499 (Oahu)
Mail to: Hawaii Information Service, 680 Iwilei Road #670, Honolulu, HI 96817