

Subscriber Information Change Form (\$25 fee)

NOTICE

All of the subscriber information changes provided on this form may be done by subscriber in REsearch My Profile. If HIS staff is asked to make these changes for subscribers, there will be a \$25 processing fee assessed for each change. To make changes to your profile information, here are the steps:

- 1) Login in to REsearch.
- 2) Click on your photo or name on your dashboard and the menu bar will open.
- 3) Click on My Profile.
- 4) Make the desired changes to your profile information.
- 5) Click on Save at the bottom of the page when you're completed with your changes.
- 6) Click on on dashboard or any other function on the menu to exit.

If you prefer that HIS make your requested changes to your profile, please indicate the changes below, sign the form, and return it to HIS by email, fax or mail.

Subscriber's Last Name	Subscriber's First Name	Subscriber's HIS ID #
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Subscriber Name Change (Note: Should be your legal name, Legal License Name or Trade Name)

New Last Name	New First Name	New Middle Name/Initial(s)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Address Change

Business/Roster Address

New Street Address	New Suite/Apt #	New City, State & Zip Code
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Mailing Address

New Street Address	New Suite/Apt #	New City, State & Zip Code
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Billing Address

New Street Address	New Suite/Apt #	New City, State & Zip Code
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Home Address

New Street Address	New Suite/Apt #	New City, State & Zip Code
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Contact Information Change

New Business Phone	New Mobile Phone	New Home Phone	New Fax Number	New Email Address
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Realtor Board Change (Please select the board/association that you are now a member of.)

Hawaii Island
 West Hawaii
 Kauai
 Honolulu
 Maui
 Other:

AGREEMENT

I understand that I have the ability to make the above changes in my Profile without the assistance of the HIS staff, but I am requesting that these changes be made by HIS staff at a cost of \$25.00 per change. I authorize these charges be charged to my credit card or to my bank account on file. If I do not have a credit card/ACH on file, I will send in a check payment with the understanding that no changes will be made until my check is received by HIS.

Subscriber's Signature _____ Date: ___/___/___

License Status Changes, Requests for Termination of service, and transfers must be submitted to HIS
by your Principal Broker Subscriber.

If you are inactivating, forfeiting or terminating your license, or if you are transferring to another office, please ask your current Principal Broker Subscriber to report this to us. You may not terminate your MLS service as long you are actively licensed and are employed by a broker who is a member of the MLS. Until we receive notification from your Principal Broker Subscriber, you will continue to be charged MLS fees. There are no refunds for fees once charged.

This form may be Emailed to Membership@HInfo.com, faxed to 1-888-628-3121, if faxing from the neighbor islands, or 536-6499, if faxing from Oahu; or mailed to Hawaii Information Service, 680 Iwilei Road #670, Honolulu, HI 96817.