



**EASTERN CONNECTICUT ASSOCIATION OF REALTORS® , INC.**

*The Voice for Real Estate in Eastern Connecticut™*

106 Route 32, Suite 4, North Franklin, CT 06254

Telephone: (860) 892-2595 Fax: (860) 892-2599

Web Site: <http://www.easternctrealtors.com>



## How to use the Realtor® Member Update Form

**SECTION ONE:** **Member or DR/Manager** must complete the information in this section. (*Exception: if DR/manager is deleting a member, only the member's name is required.*)

**SECTION TWO:** **Member or DR/Manager** completes this section to update member information on file. Select changes to be made, then sign and date the form in this section.

**SECTION THREE:** **DR/Managers** must complete this section to transfer a member to their firm or to delete a member from their firm.

- ⇒ To **transfer** a member to your firm, select “**transfer member to my firm**”, state your firm's name and branch/city, if applicable. Sign and date the form in this section.
- ⇒ To **delete** a member from your firm, select “**delete member**”, state your firm's name and branch (city), if applicable, and attach a copy of the license termination confirmation that you received from the Dept. of Consumer Protection, Real Estate Division. Sign and date the form in this section. (*Exception: if you know that the member is transferring to another member broker/firm, the ECAR Member Update Form is not required. The adding DR/Manager will submit the required forms.*)
- ⇒ To **reinstate** a former member's membership, select “**reinstate ECAR membership**”. Applicable dues and fees must be submitted with the form. If membership has lapsed more than one dues billing year, a new application is required.
- ⇒ To **cancel** ECAR membership, select “**cancel ECAR membership**”. **The cancel membership option may only be used when the agent will continue to be associated with your firm, but is transferring to another association if eligible under the Board of Choice option.** Proof of membership is required.

### **SUBMIT THE MEMBER UPDATE FORM:**

Email: [kathryn@easternctrealtors.com](mailto:kathryn@easternctrealtors.com)

Fax: (860) 892-2599

Mailing: Eastern Connecticut Association of REALTORS®, Inc.  
Address 106 Route 32, Suite 4, No. Franklin, CT 06254



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**REALTOR® MEMBER UPDATE FORM**

**SECTION ONE – ALL Information Required**

**MEMBER NAME:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_  
(Address not published)                      street                      city                      state                      zip code

**HOME PHONE:** \_\_\_\_\_                      **CELL PHONE:** \_\_\_\_\_  
(Number not published)

**EMAIL ADDRESS:** \_\_\_\_\_                      **REAL ESTATE LICENSE #:** \_\_\_\_\_

**SECTION TWO – MEMBER or DR/Manager Authorized Updates**

- \_\_\_\_\_ Change **home address** to address above.
- \_\_\_\_\_ Change **email address** to email address above.
- \_\_\_\_\_ Change **cell phone** number to number above.
- \_\_\_\_\_ Change **home phone** number to number above.
- \_\_\_\_\_ Change **preferred phone** to:  Office     Cell     Home
- \_\_\_\_\_ Change **preferred mail address** to:  Office     Home     Other \_\_\_\_\_
- \_\_\_\_\_ Other. Please specify: \_\_\_\_\_

\_\_\_\_\_ *MEMBER or Designated REALTOR®/Manager Signature*                      \_\_\_\_\_ *Date*

**SECTION THREE – DR/MANAGER AUTHORIZED UPDATES**

\_\_\_\_\_ **Transfer** member to my firm. **I understand that I may be responsible for any unpaid fees and charges that this member has incurred.** \_\_\_\_\_  
*Firm Name*                      \_\_\_\_\_ *Branch/City*

\_\_\_\_\_ **Delete** member. Above agent/member is no longer associated with my firm. (DCP termination requests must be done by the sponsoring broker at: [www.elicense.ct.gov](http://www.elicense.ct.gov). See page 3 for more details). **A copy of the license termination confirmation received from the Dept. of Consumer Protection, Real Estate Division must accompany this form.**

\_\_\_\_\_ **Reinstate** ECAR membership. Applicable dues/fees must be submitted with form. (If membership has lapsed more than one dues billing year, a new application must be submitted.)

\_\_\_\_\_ **Cancel** ECAR Membership. Member continues to be associated with my firm and has transferred primary membership to \_\_\_\_\_ Association. **Proof of membership required! I understand that I may be responsible for any unpaid fees and charges that this member has incurred.**

\_\_\_\_\_ *Firm Name*                      \_\_\_\_\_ *Branch/City*  
\_\_\_\_\_ *Designated REALTOR®/Manager Signature*                      \_\_\_\_\_ *Date*


## Submitting to Connecticut Department of Consumer Protection



The Department has added a new online service that will help you manage real estate salespeople associated with you or your brokerage. The function is called “**Supervision Authorization**” and it is available now on your online DCP account.

**All termination requests should only be submitted to the Department using this online feature.**

If you need online assistance, including User ID and/or Password retrieval, please email [dcp.licenseservices@ct.gov](mailto:dcp.licenseservices@ct.gov).

1. To access this service, go to the Department’s online website at [www.elicense.ct.gov](http://www.elicense.ct.gov) . You must be logged into the sponsoring broker’s online account using User ID and Password.
2. Once logged in, select **Online Services** and then select **Supervision Authorization**.
3. Select the “**Start**” button next to your broker license number to access your complete list of salespeople. The list is alphabetical by last name. To terminate a salesperson:
4. Select the icon next to the appropriate salesperson:  Change the supervision status to “Inactive” and then add an inactivation date and then select “**Ok**” at the bottom.

A screenshot of a web form for changing a salesperson's supervision status. The form has a title "Status" and a dropdown menu currently set to "Active". Below this is a section titled "Date Inactive" with a date input field showing slashes and a calendar icon, followed by the text "(MM/DD/YYYY) Today".

5. You can terminate more than one salesperson at a time. After termination(s) have been completed, select “**Next**” and then “**Finish**” to complete the transaction and submit to the Department. **They are not terminated until you submit.**

The submission will automatically remove the salesperson from your sponsorship, it will inactivate the salesperson’s license and send the salesperson an email advising them of the termination and transfer process.

**\*\*Please be sure that you are not terminating the wrong individual nor an individual whose termination is questionable. Terminations cannot be changed once submitted.**