



New Office Setup

Please complete all information and return to SNR

New Office Procedures

1. Complete New Office Setup information below, and have your broker sign where indicated.
2. Submit the complete New Office Setup form to SNR with a \$750.00 processing fee.
3. Contact Sierra Nevada REALTORS® for any annual dues that may be owed.

Broker Name _____ Agent # _____

Real Estate License: B. Appr. License # _____ Exp. Date ____/____/____

★ Managing Broker Name (If different from above) Broker Name _____ Agent # _____

Real Estate License: B. BS. License # _____ Exp. Date ____/____/____

Previous Office Name _____ Office ID # _____ (staff purposes)

New Office Name _____ Office ID # _____ (staff purposes)

Office Address _____ Office Phone # _____

City/State/Zip _____ / ____ / ____ Office Direct # _____

Home Address _____ Home Phone # _____

City/State/Zip _____ / ____ / ____ Cell Phone # _____

Email Address _____ Social Media: Facebook Instagram LinkedIn Twitter

Preferred Mailing: Home Office Preferred Phone Cell Home Office Direct Line

I authorize SNR to link my personal website to the SNR website: _____

I understand that by providing the Sierra Nevada REALTORS® my email and cell phone, I consent to receive communications sent from the Sierra Nevada REALTORS®, the Nevada Association of REALTORS®, and the NATIONAL ASSOCIATION OF REALTORS® via email and text messages as noted above. I understand that standard text messaging rates will apply to any messages received from SNR. I agree not to hold SNR liable for any electronic messaging charges or fees generated by this service.

_____ (Initial Here)

OR

I DO NOT want to receive text message notifications. All other communication by email are acceptable.

_____ (Initial Here)

★ Broker Signature: _____