



COMPANY OFFICE UPDATE APPOINTMENT OF OFFICE MANAGER

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SEND COMPLETED FORM TO: MEMBERSHIP@TIGAR.ORG

Designated REALTOR®/Broker Name: _____

Current Office Name: _____

☐ New Office

☐ Closed Office

☐ Existing Office

Effective Date: _____

NEW OFFICE INFORMATION

Designated REALTOR®/Broker Name: _____

Office Name: _____

Office name must be listed as an active DBA on the DRE.

Office Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Website: _____

Email: _____

APPOINTMENT OF OFFICE MANAGER

The Designated REALTOR® must complete this section to appoint an Office Manager to act on their behalf.

Office Manager Name: _____

Office Manager must be a subscriber under the participating Designated REALTOR®.

By signing below, I authorize _____ to sign any and all documents on my behalf, for The Inland Gateway Association of REALTORS® including, but not limited to, all MLS documents. Further understanding that according to the Association's Bylaws, the Designated REALTOR® is defined as a principal of a firm, either as a sole proprietor, partner, corporate officer or branch office manager of a real estate firm. The National Association of REALTORS® has made it clear the DR must be someone who has management control of the firm and is responsible to the local Association for firm activities. This includes, but not limited to, payment of dues, which can include application of the variable dues formula for those licensees in the firm who are not members of a particular local association, and responsibility for the firm in all arbitrations, mediations, and disciplinary hearings before the local association, including having the ability to bind said firm in all of the aforementioned.

Designated REALTOR®/Broker Name: _____

Designated REALTOR®/Broker Signature: _____ Date: _____

Office Manager Signature: _____ Date: _____