



**BIC Change**  
**Firm Change**  
**Membership Drop**

Date of Change: \_\_\_\_\_

Name: \_\_\_\_\_

Current Firm: \_\_\_\_\_

Real Estate License #: \_\_\_\_\_ NRDS #: \_\_\_\_\_

*Please check the appropriate box below to update your AMS/NRDS profile.*

**Office/Firm Change**

*Complete this section only if you have changed firms. Please provide updated information below.*

Company Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Office Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Broker-In-Charge Signature: \_\_\_\_\_

**Broker-In-Charge Change**

*Complete this section if your office has had a BIC Change. An update to NCREC must be completed prior to this form being processed. A membership application needs to be completed if the new BIC is transferring to JCAR from another Association.*

Outgoing BIC Name: \_\_\_\_\_

New BIC Name: \_\_\_\_\_

Office NRDS#: \_\_\_\_\_

Broker-In-Charge Signature: \_\_\_\_\_

**Cancellation of Membership**

Effective Date of Membership Cancellation: \_\_\_\_\_

Broker-In-Charge Signature: \_\_\_\_\_

Please email this completed form to [membership@jcar.realtor](mailto:membership@jcar.realtor)  
Updates will be made to the JCAR AMS System and NRDS only. You must update your MLS(s) and the NC Real Estate Commission also.