



CHANGING BROKERAGE AFFILIATION CHECKLIST

PRE-DEPARTURE



REVIEW INDEPENDENT CONTRACTOR AGREEMENT

- Note terms related to termination, notice period, and post-termination obligations



FINANCIAL OBLIGATIONS

- Settle all pending commissions and any outstanding fees owed to brokerage



BROKERAGE NOTIFICATION

- Prepare a formal resignation letter with your intended last working day



BROKER APPROVAL FOR RELEASE OF LISTINGS

- Inform clients of pending departure and **obtain release forms signed by broker & clients**



DOCUMENT MANAGEMENT

- Retain a copy of all client files and ensure all files are properly delivered to departing brokerage



MARKETING AND ADVERTISING

- Take inventory of all places where current brokerage information is listed. Return any property belonging to the brokerage

POST-DEPARTURE



NOTIFY OREC VIA ONLINE LICENSE PORTAL

- Upon affiliating with a new broker, submit a license transfer/change request via orec.ok.gov



COMPLIANCE REQUIREMENTS

- Review and sign your new independent contractor agreement and retain a copy



COMPLETE ONBOARDING

- Participate in training on new systems and processes specific to new brokerage



MARKETING AND ADVERTISING

- Update all online profiles with brokerage reference to reflect your new brokerage affiliation



ANNOUNCE YOUR MOVE

- Inform current and past clients of new brokerage affiliation and updated contact information



PENDING COMMISSIONS

- Ensure any pending commissions from previous brokerage are addressed according to your independent contractor agreement and OREC