



Member Delete Form

Subscriber Details

As required of the SmartMLS Rules and Regulations, the undersigned Broker/Participant or its duly authorized manager hereby certify that the following SmartMLS Subscriber, Office Manager, Administrative Assistant, or User is no longer affiliated with the Broker/Participant:

Subscriber Name: _____ Agent ID: _____

Office Name: _____ Office ID: _____

Deletion Type

Further; by signing below the parties certify that the affiliation has been terminated for the reason indicated below:
(Please check the appropriate reason)

Termination

The above mentioned Subscriber or User is no longer affiliated with our Office/Firm or sponsored under our Broker's License. *(A termination request must be submitted by the Broker/Participant to the Connecticut Department of Consumer Protection using DCP's online portal. Instructions are on page two of this form. *After DCP has processed the request, send this completed Member Delete Form to SmartMLS.)*

Other/Out of state MLS affiliation

The Above mentioned Subscriber is actively engaged in the marketing or appraisal of residential real estate, but is no longer affiliated with any of the Participant's offices located within the SmartMLS primary service area and the above Subscriber will neither have access or exposure to, nor make use of 'the SmartMLS service' at any time, in any way. If the above Subscriber does become actively engaged in marketing or appraisal of residential real estate within the SmartMLS service area they will re-affiliate with the SmartMLS, within ten business days, or be subject to the penalties delineated in the then current SmartMLS Rules and Regulations.

Referral

The Subscriber's license has been transferred to an "Affiliated Referral Organization" and the Subscriber will only be engaged in referring customers and clients and are/will not be engaged in listing, selling, leasing, managing, counseling or appraising of real property. *(A copy of the letter sent to notify the Connecticut Department of Consumer Protection stating the Subscriber has been transferred to the Referral Organization must be attached)*

I/We certify the above statements are true and accurate: (Participant Signature required)

Signature of Subscriber: _____ Date: _____

Participant Name: _____
(Broker)

Signature of Participant: _____ Date: _____
(Broker)


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.

1. To access this service, go to the Department’s online website at 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.**