# MEMBERSHIP TERMINATION CHECKLIST

1. NOTICE OF MEMBERSHIP TERMINATION FORM ☐
2. TERMINATION OF MLS® AND MATRIX™ USER AGREEMENT ☐
3. RECA LICENSE – NOT AUTHORIZED ☐
4. MLS® LISTINGS: CANCELLED ☐ RE-ASSIGNED ☐
5. MEMBER ACCOUNT PAID IN FULL ☐
6. LOCKBOX TRANSFER FORM (IF APPLICABLE) ☐

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CARA OFFICE USE ONLY:

Date Received: by:

Member Name: MLS User ID:

MMSi # INPUT: ☐ SUPRA: ☐

Membership Book: ☐ Confirmation letter sent: ☐

Outstanding Account Balance: Y ☐ N ☐ Amount:

NOTES: