



STAFF REQUEST TO UNLIST A MEMBER

Please complete all sections and fax to Head Office on 07 01753 594 848

Account Name
Account Number
Agency Area
Reason for Unlisting

Please unlist temporarily from to	
(Note: a member with a debit balance in their account can not normally be unlisted)	
A reminder has been set in the notes programme for the relist date:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remove from Promotional Email Lists:	
General Promotions	<input type="checkbox"/>
Real Estate Promotions	<input type="checkbox"/>
Unless this is a temporary unlisting, any Facility on this account will be reversed while a member is unlisted unless you request otherwise:	
Reason Facility is retained

An entry has been made in the Notes Programme:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Staff member:
	(name)

Head Office Use Only

Letter sent:	Facility Removed:.....
(Date)	(Amount)
Agent Advised <input type="checkbox"/>	Membership Accounts Officer Advised <input type="checkbox"/>
Unlisted by:.....	Date
Follow up on relisting by:
(Date)	(Name)