



## **Trade-In Credit Request Form**

Please attach the list provided by the Greater Lansing Association of REALTORS® with highlights or some other indication of the boxes you are returning.

By signing and returning boxes you are agreeing with the following statement:

I understand that I will only receive credit for boxes on the list from the association. Any other boxes can be returned for recycling, but no trade-in credit will be issued. No receipt has been provided today as all returns must be verified by association staff.

Credits will be issued no sooner than January 2023.

Requested By (Full Name): \_\_\_\_\_

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

Number of Boxes: \_\_\_\_\_

Payable To: \_\_\_\_\_

Address to send check: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR STAFF USE ONLY:**

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Actual number of Qualifying Boxes: \_\_\_\_\_

Credit Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_