

Listings Transfer Request

Transfer of listings is done as a courtesy and must be approved by both the releasing Participant/Broker and the Receiving Participant/Broker. Transfer of the MLS data does not imply transfer of contractual obligations. It is suggested that new listing agreements be obtained under the new brokerage firm or consult with your own legal counsel.

Releasing Participant - Transfer Agent Listings/Office Listings from:

Listing Office Code: _____

Listing Office Name: _____

Listing Agent License Number: _____

Listing Agent Name: _____

Check one:

- Agent will **remain a member** with this firm.
- Agent is **transferring membership** with this firm to receiving firm below (transfer will not occur until a Status Report signed by the Receiving Participant listed below is submitted).
- Agent will **inactivate** membership. Attach a Status Change Form signed by the Releasing Participant.

Check one [NOTE: Inactive listings cannot be transferred]:

Transfer **all active listings** (*Does not include Active Contingent, Active Kick Out, and Active Option Contract*).

Transfer **all active listings** and these **additional listings in other statuses:**
(Such as Incomplete, Active Contingent, Active Kick Out, Active Option Contract, Pending, and Hold.
Attach an additional sheet if **necessary – Listings in the Sold Status cannot be transferred**)

MLS # _____

Transfer **only the listings below:** (*Attach an additional sheet if necessary*)

MLS # _____

By signing below designated listings of the above listed subscriber will be transferred.

Printed Name of Releasing Participant or Authorized Signatory

***Signature of Releasing Participant or Authorized Signatory

Date

Receiving Participant - Transfer Agent Listings/Office Listings to:

New Office Code: _____

New Office Name: _____

New Agent License Number: _____

New Agent Name: _____

Email for Transfer Questions: _____

By signing below designated listings of the above listed subscriber will be transferred.

Printed Name of Receiving Participant or Authorized Signatory

***Signature of Receiving Participant or Authorized Signatory

Date

All fields are required. ***The signature of the MLS Participant or an authorized signature is required. Authorized signers are the Participant, which is the broker of record of the office, office manager, or other individuals authorized in writing by the Participant and filed with the Association.