



Member Transfer Form

180 Via Verde, Suite 200, San Dimas, CA 91773, Ofc.909.859.2040, Fax.909.859.2050

This form is to request the transfer of a CRMLS member from one CRMLS Member Association to another CRMLS Member Association. To transfer multiple agents from a single office, make as many copies of the "Additional Agents" page as needed. For "other" types of transfers, use the "Other / Special Request" page. Incomplete forms will be returned to the requesting Association. Properly completed requests will be processed within 2 business days.

Transferring Agent	Current ID:	New ID:	New Office ID:
Name:		Signature:	

This is the agent that will be transferred. Ensure that their current ID is accurate; for Matrix users, their New ID has not been created in Matrix; their new office has been created.

Peripherals Used	<input type="checkbox"/> ListingBook	<input type="checkbox"/> CARETS Commercial	<input type="checkbox"/> ListHub	<input type="checkbox"/> Point2	<input type="checkbox"/> Goomzee	<input type="checkbox"/> SmartTrac
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Select the additional products used by the Transferring Agent. Please only check products being actively used.

Xfer Type	<input type="checkbox"/> Leaving Listings with Old Broker	<input type="checkbox"/> Taking Listings to New Broker	<input type="checkbox"/> Same Broker	<input type="checkbox"/> Other
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Select one of the preceding options. Agent will always retain finalized listings. "Leave Listings with Old Broker" will transfer all non-final listings to Current Broker. "Taking Listings to New Broker" will keep finalized listings under current office and move non-final listings with the agent to the new office. "Same Broker" will move all listings. "Other" requires the use of an attached "Other / Special Request" form in addition to this form.

Current Broker	Broker Name:	Broker ID:
	Signature:	Date:

By signing you signify you: (1) Understand and approve the Transfer (Xfer) Type and the Products In Use selections made above. (2) Agree to release the agent, their data and, if applicable, their listings. (3) Have reviewed and approve all pages included in this transfer request.

New Broker	Broker Name:	Broker ID:
	Signature:	Date:

By signing you signify you: (1) Understand and approve the Transfer (Xfer) Type and the Products In Use selections made above. (2) Agree to accept the agent, their data and, if applicable, their listings. (3) Have reviewed and approve all pages included in this transfer request.

Current Association	Designee Name:	Association:
	Signature:	Date:

By signing you signify you: (1) Understand and approve the Transfer (Xfer) Type and the Products In Use selections made above. (2) Agree to release the agent, their data and, if applicable, their listings. (3) Have reviewed and approve all pages included in this transfer request. (4) Are the Association Executive or their appointed designee.

New Association	Designee Name:	Association:
	Signature:	Date:

By signing you signify you: (1) Understand and approve the Transfer (Xfer) Type and the Products In Use selections made above. (2) Agree to accept the agent, their data and, if applicable, their listings. (3) Have reviewed and approve all pages included in this transfer request. (4) Are the Association Executive or their appointed designee.

(CRMLS Use Only) Received ___/___/___ Completed ___/___/___ Initial: _____



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Other / Special Request

If you have selected the Transfer Type of "Other", use this page to describe your special transfer request. This page must be completed and included with the request at the time of signing by all parties.