



# Agent Listing Transfer Form

3201 W. Temple Ave, Suite 250  
Pomona, CA 91768

909/859-2040 Office  
909/859-2050 Fax

- ✓ This form is to request the transfer of all non-final listings from one MRMLS account to another. The primary purpose of this transfer is in the event of an agent or office transferring from one Association to Another.
- ✓ A prerequisite is the agent(s) must have a new account created by the accepting association. Account creation or transfer of the account is not part of this service.
- ✓ To transfer multiple agents, or all agents, from a single office, enter the Designated Broker PublicID as the transferring agent, circle "Y" on "Partial or Full Office Transfer?" and use page 2 to provide agent PublicID's.
- ✓ All signatures are required before MRMLS will perform the transfer and incomplete forms will be returned to the requesting Agent.
- ✓ Please note that transfer requests may take 10 business days.

Agent PublicID Transferring From: \_\_\_\_\_

Agent PublicID Transferring To: \_\_\_\_\_

Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Partial or Full Office Transfer? Y / N

Agent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Transferring From Broker: PublicID \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Broker Name \_\_\_\_\_ Signature \_\_\_\_\_  
Signature authorizes release of agent's non-closed listings.

Transferring To Broker: PublicID \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Broker Name \_\_\_\_\_ Signature \_\_\_\_\_  
Signature authorizes acceptance of agent's non-closed listings.

Transferring From Association: Citrus Valley Association Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Exec. Name Emily Schwartz Signature *ESchwartz*  
Signature authorizes release of agent's non-closed listings.

Transferring To Association: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Exec. Name \_\_\_\_\_ Signature \_\_\_\_\_  
Signature authorizes acceptance of agent's non-closed listings.

(MRMLS Use Only) Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Completed \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Initial: \_\_\_\_\_ (Rev. 2/15/07)

