



Member 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 an MRMLS member from one MRMLS Member Association to another MRMLS member Association.
- ✓ The member must have a new or existing Office to transfer into.
- ✓ Select a new unique Public ID and do not input into Matrix. If Rapattoni Magic is in use, do not add the new member account until after this transfer is complete.
- ✓ To transfer multiple agents, use page 2 to provide additional Public ID's.
- ✓ All signatures are required before MRMLS will perform the transfer. Incomplete forms will be returned to the requesting Association.
- ✓ Properly completed requests will be processed within 2 business days.

Agent PublicID Transferring From: _____

Agent PublicID & Office Code Transferring To: _____ / _____

Date of Request: ____ / ____ / ____ Transfer Office on Finalized Listings? Y / N

Agent Name: _____ Signature: _____

Transferring From Broker: PublicID _____ Date ____ / ____ / ____

Broker Name _____ Signature _____

Signature authorizes release of agent's listings and that the broker was given the instruction and opportunity to transfer any listings from the exiting agent to an account under the broker's control.

Transferring To Broker: PublicID _____ Date ____ / ____ / ____

Broker Name _____ Signature _____

Signature authorizes acceptance of agent(s) and their listings.

Transferring From Association: _____ Date ____ / ____ / ____

Exec. Name _____ Signature _____

Signature authorizes release of agent(s) and their listings.

Transferring To Association: _____ Date ____ / ____ / ____

Exec. Name _____ Signature _____

Signature authorizes acceptance of agent(s) and their listings..

(MRMLS Use Only) Received ____ / ____ / ____ Completed ____ / ____ / ____ Initial: _____ (Rev. 11/19/09)

