



# TRANSFER REQUEST FORM

Ph. 704-940-3110 Fax 704-940-3101



## SECTION I: AGENT Transfer Information

Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Member/MLS ID: \_\_\_\_\_ License Number: \_\_\_\_\_

Previous firm affiliation: \_\_\_\_\_

New firm affiliation: \_\_\_\_\_

New firm address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office phone: \_\_\_\_\_ Office fax: \_\_\_\_\_ Agent cell phone: \_\_\_\_\_

Agent email: \_\_\_\_\_ Web site: \_\_\_\_\_

The Charlotte Regional Realtor® Association/MLS reserves the right to object to any company or Web site name proposed by a current or potential member, which is confusingly similar to any name used in commerce by the association/MLS and that may leave the public confused.

Signature of transferring agent: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of new broker in charge: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Fee: \$25 transfer fee must be collected before agent is transferred. For faster service please provide credit card no. below.**

Credit Card No. \_\_\_\_\_ Exp. \_\_\_\_\_ MC/Visa Only

## SECTION II: Designated Realtor®/Member Participant MUST sign below

**CMLS TRANSFER REQUEST: (For those individuals who subscribe to the MLS)**

I, \_\_\_\_\_ (**Member Participant - MP**), request Carolina Multiple Listing Services for the individual named below.

Agent name (print): \_\_\_\_\_

Agent signature: \_\_\_\_\_

CMLS member participant (print): \_\_\_\_\_

Signature of CMLS member participant: \_\_\_\_\_

## SECTION III: STATUS TRANSFER - FROM REALTOR® TO DESIGNATED REALTOR®

In order to transfer a Realtor® member to Designated Realtor® (**firm head**) status, the following is required:

- Individual must be a partner, principal or corporate office of the company OR the owner of the company OR the Broker in Charge of a branch office of the company **AND**
- Hold an active NC Real Estate broker's license or be a state certified appraiser

The Designated Realtor® transfer procedure requires payment of a transfer fee of \$25 (**if individual is changing companies**).

I have read and fully understand the above requirements

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

- Designated Realtor® is required to pay an annual assessment per non-Realtor® member licensee, unless these agents join the association as Realtors®.

**Once paperwork has been submitted and fees paid, your firm information will be updated. However, all agents, when logging into Tempo™, after transferring to a new firm, MUST make sure they are affiliated with the correct firm BEFORE inputting new listings into Tempo™.**