

**SECTION I: AGENT Transfer Information** (please attach copy of Broker Affiliation form submitted to commission)

Name: \_\_\_\_\_

Member/MLS ID #: \_\_\_\_\_ R.E. License #: \_\_\_\_\_ [ ] NC \_\_\_\_\_ [ ] SC

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

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

New firm address: \_\_\_\_\_  
Street City State Zip

Ph. No. to appear on Listings in MLS: \_\_\_\_\_ Agent cell phone: \_\_\_\_\_

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

The Charlotte Regional Realtor® Association/Canopy 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: \_\_\_\_\_

**SECTION II: Canopy MLS Member Participant (MP) Authorization for Subscriber**

(This section must be signed by new firm's MP for current subscriber's MLS access to continue. If agent is not a current subscriber – i.e.: currently on waiver – please submit MLS Subscriber Request application or updated waiver, if applicable, signed by new MP.)

I, \_\_\_\_\_ (MP, print) MLS ID # \_\_\_\_\_, request Canopy MLS for  
\_\_\_\_\_ (agent/Subscriber, print) MLS ID # \_\_\_\_\_, a current MLS Subscriber  
that has joined my firm.

Member Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Agent/Subscriber signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Member of Team  No / No longer  Yes \_\_\_\_\_

**SECTION III: Association STATUS Change – from REALTOR® to DESIGNATED REALTOR®**

In order to change a Realtor® member to a 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 and/or SC Real Estate broker's license or be a state certified appraiser

The Designated Realtor® change 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: \_\_\_\_\_

- **Note: A Designated Realtor® is required to pay an annual assessment fee per non-Realtor® member licensee affiliated with their firm unless the agent(s) join the association paying their own Realtor® dues. Please see current association bylaws for complete rules.**

**PAYMENT INFORMATION:** (CRRRA members only. Outlying county / MLS-only subscriber pays fee to their association; firm affiliation must be updated with member association prior to MLS information being updated.)

Credit/Debit Card No. \_\_\_\_\_ Exp. \_\_\_\_\_ MC / Visa / Discover / AMX

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

**Upon receipt of this completed form and applicable fees by Member Services and Accounting, your firm information will be updated. Please verify your firm affiliation change is reflected & correct in the MLS roster information PRIOR to inputting new listings into the MLS.**