



# Realtor Transfer Request

email form to: [hendersoncountyboard@gmail.com](mailto:hendersoncountyboard@gmail.com)

**Transfer of listing is done as a courtesy and must be approved by both the releasing participant/Broker and the receiving Participant/Broker. Transfer of the MLS data does not imply transfer of contractual obligations. It is suggested that new listing agreements be obtained under the new brokerage firm or consult with your own legal counsel.**

## Releasing Participant – Transfer Agent Listing/Brokerage Listings from:

Listing Brokerage Name:

Listing Agent Name:

### Check One:

- Agent will **Remain a member** of this firm, but **all listings will be transferred to the Brokers name.**
- Agent is **transferring membership** with this firm to the receiving firm below) transfer will not occur until a status report signed by the receiving participant listed below is submitted). **A \$35 transfer fee will be invoiced to Agent.**
- Agent will transfer to a new brokerage location with the same broker, **transfer listings to new brokerage location.**
- Agent is transferring to a new brokerage and broker but has no listings to transfer.

### Check One [ NOTE: Partial listings cannot be transferred]

- Transfer **all active listings.**
- Transfer **all active, active contingent, active option contract, pending, and under contract listings.**  
(attach an additional sheet if necessary-**Listings in the sold status cannot be transferred**)

MLS # \_\_\_\_\_

- Transfer **only the listings below:** (attach an additional sheet if necessary)

MLS # \_\_\_\_\_

**By signing below designated listing of the above-listed subscriber will be transferred.**

\_\_\_\_\_  
*Printed Name of Releasing Participant or Authorized Signatory*

\_\_\_\_\_  
*\*\*\*Signature of Releasing Participant or Authorized signatory*

\_\_\_\_\_  
*Date*

## Receiving Participant – Transfer Agent Listing/Office Listings to:

New Brokerage Name:

New Broker Name:

Email for Transfer Questions:

**By signing below designated listing of the above-listed subscriber will be transferred.**

\_\_\_\_\_  
*Printed Name of Releasing Participant or Authorized Signatory*

\_\_\_\_\_  
*\*\*\*Signature of Releasing Participant or Authorized signatory*

\_\_\_\_\_  
*Date*