



Charlotte
Regional
Realtor®
Association

TRANSFER REQUEST FORM

Ph. 704-940-3110 Fax 704-940-3101
Email: membership@carolinahome.com



Carolina
Multiple Listing
Services, Inc.

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/CarolinaMLS 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: CarolinaMLS 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 Carolina Multiple Listing Services for _____ (agent/Subscriber, print) MLS ID # _____, a current MLS Subscriber that has joined my firm.

Member Participant signature: _____ Date: ___/___/___

Agent/Subscriber signature: _____ Date: ___/___/___

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.