



TRANSFER REQUEST FORM

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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: _____ Website: _____

Signature of transferring agent: _____ Date: ____/____/____

Signature of new broker in charge: _____ Date: ____/____/____

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®.

When transferring firms within UCAR, a \$25.00 fee is charged. When transferring from another association, the one-time fee of \$150 is charged + pro-rated UCAR annual fees. Fees may be paid by check, mailed or dropped off to UCAR office, or by credit card, paid online via invoice emailed to you. Please indicate which you prefer: Check____ Credit Card____