



6393 Poplar Avenue · Memphis, Tennessee 38119 · 901.685.2100 · fax 901.761.4003 · [www.maar.org](http://www.maar.org)

## Transfer Form

NOTE: Include Transfer Fee of **\$100.00**. The fee may be paid by check, cash, or credit card (**Visa, MasterCard or Discover**). Signature of new Designated REALTOR® and releasing Designated REALTOR® must be included.

1. Transferee Name: \_\_\_\_\_ 2. Agent Code: \_\_\_\_\_

3. Transferee's E-mail: \_\_\_\_\_

4. Transferee's Home Address: \_\_\_\_\_

5. New Firm Name: \_\_\_\_\_

6. New Firm Address: \_\_\_\_\_

7. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

8. Signature of New Designated REALTOR®: \_\_\_\_\_

9. Date of Sponsorship: \_\_\_\_\_

10. Releasing Firm Name: \_\_\_\_\_

11. Signature of Releasing Designated REALTOR®: \_\_\_\_\_

12. Date of Release: \_\_\_\_\_

13. List Outstanding Transactions and Commissions Pending or Payable, if any: \_\_\_\_\_

14. List Funds Owed to you by Transferee, if any: \_\_\_\_\_

### 15. Listing

Releasing Designated REALTOR® initial here \_\_\_\_\_ if the transferee has your approval\* to solicit the seller(s) of properties of the following listing serviced by the transferee:

Property Address

MLS #

\*If said approval is given, it is advisable that the Designated REALTOR® contact the seller(s) regarding release of the listing(s) and change the status of the listing(s) in the MLS as appropriate. For example, if a listing is being released, the status should be changed from Active to Withdrawn. The transferee may then execute a new listing and upon submission of a Broker Office Change Card by the transferee to the MLS Department, the MLS Department will revise the listing data as appropriate.

If said approval is conditioned upon payment of a referral fee, it is advisable that the terms of the referral be put in writing and signed by both the releasing Designated REALTOR® and the new Designated REALTOR®.

Please understand that the purpose of this Transfer Form is intended to facilitate communication between the transferee and the Designated REALTOR® and notify MAAR about the transfer. It is advisable that the releasing Designated REALTOR® and the transferee discuss and put in writing how pending contracts will be handled after the transferee's departure, any funds owned by the transferee, etc.

If you have any questions, please contact MAAR at 901.685.2100.

Please send completed forms to MAAR, 6393 Poplar Avenue, Memphis, TN 38119 or to [Member Services](#) by email or fax, 901.761.4003.

### Broker Office Change Card

Please change the Office Code on the following listings that were released on the Board Transfer Form. I affirm that the seller has signed a new listing agreement with my new firm.

Date: \_\_\_\_\_ New Office Code: \_\_\_\_\_ Firm #: \_\_\_\_\_

Listing Agent's Signature: \_\_\_\_\_ Agent Code: \_\_\_\_\_

MLS# \_\_\_\_\_ Property Address: \_\_\_\_\_

MLS# \_\_\_\_\_ Property Address: \_\_\_\_\_

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MLS# \_\_\_\_\_ Property Address: \_\_\_\_\_

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For Association Use Only

Completion date: \_\_\_\_\_ MLS Staff \_\_\_\_\_