



INTRA-OFFICE LISTING TRANSFER FORM

INSTRUCTIONS

- Use this form to reassign listings within an office or firm.
• CMLS does not transfer listings between firms.
• CMLS does not transfer sold, withdrawn or expired listings.
• Double-check for mistakes.
• Fax completed form to CMLS, 704-940-3120. Questions? Call the Help Desk, 704-940-3159

FROM: Where are listings currently listed? All blanks must be completed.

Office Number: Office Name:
List Agent Number: List Agent Name:

TO: Where are the listings to be transferred? All blanks must be completed.

Office Number: Office Name:
Agent Number: Agent Name:

CHECK ONLY ONE OF THE FOLLOWING TWO OPTIONS

Option 1: Transfer listings based on category and status. (Select all that apply)

Category

- Single Family
Condo/Town House
Multi-family
Lots/Acres/Farms
Commercial
Rentals

Status

- Active
Conditional
Contingent
Pending
Available (Rentals only)
Temporarily Off Market

Option 2: Transfer only the listings below. (Note: If you checked option 1, do not fill in the listing numbers here):

Four sets of horizontal lines for listing numbers.

ADDITIONAL INSTRUCTIONS

Is a valid, signed listing agreement in place for each listing being transferred? Yes No
Per Section 1.7 of the CMLS Rules and Regulations, a copy of the listing agreement must be made available to CMLS if requested by staff.

Are any of the listings to be transferred co-listed with another agent? If so, please provide the MLS numbers for the listings that are co-listed.

Four horizontal lines for co-listing agent information.

Should the co-listing agent be removed from the listing? Yes No

THE MEMBER PARTICIPANT OF THE OFFICE RELEASING THE LISTINGS MUST SIGN THIS FORM.

Member Participant Signature: Date:

Member Participant Name (Please Print):