



TRANSFER REQUEST FORM

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



SECTION I: AGENT Transfer Information

Name: _____ Date: ___/___/___

Member/MLS ID: _____ License Number: _____

Previous firm affiliation: _____

New firm affiliation: _____

New firm address: _____

City: _____ State: _____ Zip: _____

Ph. No. to show on Listings in MLS: _____ Agent cell phone: _____

Agent email: _____ Web site: _____

The Charlotte Regional Realtor® Association/MLS 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: ___/___/___

Fee: \$25 transfer fee must be collected before agent is transferred. For faster service please provide credit card no. below.

Credit Card No. _____ Exp. _____ MC/Visa/Discover Only

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®.

Once paperwork has been submitted and fees paid, your firm information will be updated. However, all agents, when logging into Tempo™, after transferring to a new firm, MUST make sure they are affiliated with the correct firm BEFORE inputting new listings into Tempo™.