

# Agent Change Form

Please fax to (707) 577-0140

## Agent Information

**Agent Name:** \_\_\_\_\_ **Agent ID:** \_\_\_\_\_

**Please Note:** Agents can make changes to their profile (address, phone number, e-mail, etc) in Rapattoni by going to **Admin > Modify Profile**.

Home Address Change: \_\_\_\_\_  
Address City Zip

Preferred Mailing Address:  Home Address  Office Address  Other: \_\_\_\_\_

Update E-mail Address: \_\_\_\_\_

Other Change: \_\_\_\_\_

\_\_\_\_\_  
**Agent Signature**

\_\_\_\_\_  
**Date**

## Agent Transferring, Returning, or Cancelling – By the Broker

**Change Agent Access Privileges To:**  Co. Wide Manager  Branch Manager  Agent Admin.

### Agent Transferring Offices-

Previous Office Name: \_\_\_\_\_ Previous Office ID: \_\_\_\_\_

New Office Name: \_\_\_\_\_ New Office ID: \_\_\_\_\_

New Office Address: \_\_\_\_\_

Agent has listings that need to be transferred from previous office to new office.

**Please Note:** For listings to be transferred, the BAREIS Listing Transfer Form must be filled out and signed by both the releasing and receiving Brokers and submitted with this form to BAREIS.

### Agent Returning-

Returning from Leave of Absence (Need to have agent include current quarterly fees & \$15 Return from LOA fee)

Reactivating from cancellation or termination (Need to have agent include appropriate reactivation fees)

### Agent Cancelling-

Agent will no longer use the BAREIS MLS®. Please inactivate. Effective Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Agent taking Leave of Absence (Maximum of one year) - Effective Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Agent is no longer in my office – Office Name: \_\_\_\_\_

Office ID: \_\_\_\_\_ Effective Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### **Please Note:**

Agent has no listings with my office.

Agent has listings with my office and I will modify the listings to my name or another Agent's name.

Agent has listings with my office and I am transferring those listings to his/her new office with the attached, completed & signed Listing Transfer Form.

Agent will inactivate eKey/Lockbox Key (must notify BAREIS in writing)

\*If you need to change an agent's listings into your name or another agent's name within your office, log-on to the Rapattoni system, Click **ADMIN > Office Menu > View/Revise Office Listings** and then click on the notepad & pencil icon to make your necessary changes.

\_\_\_\_\_  
**Broker Name – Please Print**

\_\_\_\_\_  
**Broker Signature**

\_\_\_\_\_  
**Date**



153 Stony Circle, Suite 200  
Santa Rosa, Ca 95401  
707-575-8000 Fax 707-577-0140

## Listing Transfer Form

Please fax to (707) 577-0140

### From (Previous)

Listing Agent: \_\_\_\_\_ Agent ID: \_\_\_\_\_

Listing Office: \_\_\_\_\_ Office ID: \_\_\_\_\_

### To (Current)

Listing Agent: \_\_\_\_\_ Agent ID: \_\_\_\_\_

Listing Office: \_\_\_\_\_ Office ID: \_\_\_\_\_

**Do you have listings entered on any Reciprocal MLSs that need to be transferred? Yes No**  
*If Yes, which MLS? (Check all that apply)*

- MetroList       SFARMLS       MLS Listings Inc.       Contra Costa Assoc.  
 EBRD       Bay East Assoc.       Lake County Assoc.       Other: \_\_\_\_\_

### **Which listings should be transferred? (Check all that apply)**

- All Active Listings       All Sold Listings as Listing Agent       All Sold Listings as Selling Agent  
 All Contingent Listings       All Pending Listings       All Expired Listings       All Temp Off Market Listings

**If only certain listings are to be transferred, list the MLS #s of the listings to be transferred below:**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please Note:** When transferring listings, the MLS number, days on market and cumulative days on market will remain the same. The property history will also carry over to the new Agent ID / Office ID.

\_\_\_\_\_  
**Signature of Broker Authorizing the Release of Listings**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature of Broker Authorizing the Acceptance of Listings**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**



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