

Agent Change Form

Please fax or email to (707) 577-0140 membership@norcalmls.com

- Transfer Agent to my Office
 Change Access Privileges

- Discontinue Service
 Return from Leave of Absence

- Change Contact Information
 Request Leave of Absence

Agent Name: _____

Agent ID: _____

Home Address Change: _____
Address City Zip

Update E-mail Address: _____

Other Change: _____

Change the method of sending my quarterly statement to:

E-mail address: _____

Mailed paper statement (for \$5.00 quarterly charge) to Home Address Office Address

Agent Signature _____ Date _____

Agent Transferring Offices

Previous Office Name: _____ Previous Office ID: _____

New Office Name: _____ New Office ID: _____

New Office Address: _____

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

Agent Returning-

Returning from Leave of Absence / Cancellation: Effective Date: ____/____/____ (Must include payment)

Agent Cancelling

Request Leave of Absence (Maximum of one year) - Effective Date: ____/____/____

Agent is no longer in my office – Office Name: _____

Office ID: _____ Effective Date: ____/____/____

Request Cancellation of eKEY Serial # _____ OR I will return ActiveKEY to service center

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

Broker Name – Please Print

Broker Signature

Date

Listing Transfer Form

Please fax or email to dataentry@norcalmls.com or (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 and provide MLS numbers)

- MetroList SFARMLS MLS Listings Inc. Contra Costa Assoc.
 BridgeMLS Bay East Assoc. Other: _____ MLS# _____

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

- All Active Listings All Sold Listings All Leased/Rented Listings All Leased/Option Listings
 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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