



**Greater Baton Rouge Association of REALTORS® & MLS**

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**MEMBER CHECKOUT / TRANSFER FORM**

**YOU MUST HAVE A COPY OF LREC LICENSE RETURN/TRANSFER BEFORE CHECK-OUT!**

Agent ID: \_\_\_\_\_ Date \_\_\_\_\_

Member Name \_\_\_\_\_

- \_\_\_\_\_ Inactive (Returned License to LREC)
- \_\_\_\_\_ Transfer to another office (**please complete TRANSFER section below.**)
- \_\_\_\_\_ Other \_\_\_\_\_

**SUPRA** – (Key service will not work if you are going inactive or transferring to a non-member office).

- \_\_\_\_\_ I have an eKEY on my Phone and I need to cancel billing.
- \_\_\_\_\_ I have a leased ActiveKey (**KEY MUST BE RETURNED AT CHECKOUT.**)

**TRANSFER**

FROM: Office Name \_\_\_\_\_ Office ID \_\_\_\_\_

TO: NEW Office Name \_\_\_\_\_ Office ID \_\_\_\_\_

If you are taking any ACT, CNT or PND MLS listings with you, please record each MLS number below or attach to a separate sheet. Your current broker (MLS Participant) **MUST SIGN THIS FORM** authorizing the release and transfer of these listings to your new office. **If you are currently listed on one of the following listings as a co-list agent, and wish to take the listings with you, your current broker should reassign the listings to you as the listing agent PRIOR TO SUBMITTING THIS TRANSFER, otherwise the listings will REMAIN with your current broker and you will remain a co-listing agent with the old office.**

_____	_____	_____
_____	_____	_____
_____	_____	_____

As the MLS Participant currently holding these listings, I authorize the release and transfer of these listings in the MLS to the above members' new company.

\_\_\_\_\_  
Signature of Broker (MLS Participant) REQUIRED!

**ACCOUNTING**

Member Owes (Board/MLS/CID/LACBD/KEY) Amount: \_\_\_\_\_

Refund Due (Board/CID/LACDB) \$ \_\_\_\_\_ MLS Fees \$ \_\_\_\_\_ MLS Deposit \$ \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_

Credit Card Type \_\_\_\_\_ Number \_\_\_\_\_ Exp \_\_\_\_\_

**MEMBER SIGNATURE:** \_\_\_\_\_