



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

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**MEMBER TRANSFER / CHECKOUT FORM**

**YOU MUST HAVE ALREADY TRANSFERRED OR INACTIVATED YOUR LICENSE AT THE LREC**

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

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

\_\_\_\_\_ Inactive (Returned License to LREC)

**Mail refund to:** \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
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.

**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 a separate sheet. Your former broker (MLS Participant) MUST SIGN THIS FORM authorizing the release and transfer of these listings to your new broker. **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 former broker should reassign the listings to you as the listing agent PRIOR TO SUBMITTING THIS TRANSFER, otherwise the listings will REMAIN with your former broker and you will remain a co-listing agent with your former broker.**

\_\_\_\_\_  
\_\_\_\_\_

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.

As the MLS Participant currently holding these transactions, I authorize the release and transfer of transactions in TransactionDesk to the above member. **(Be sure to make a copy of the transactions before the transfer to maintain compliance with document retention requirements)**

By default any contacts created in the MLS by the above member will automatically transfer, unless otherwise notified.

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

**New Email Address:** \_\_\_\_\_

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

**ACCOUNTING**     **MEMBERSHIP**

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

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

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card Type \_\_\_\_\_ Number \_\_\_\_\_ Exp \_\_\_\_\_