



# Listing Transfer Request

email form to: [hendersoncountyboard@gmail.com](mailto:hendersoncountyboard@gmail.com)

**Transfer of listing is done as a courtesy and must be approved by both the releasing participant/Broker and the receiving Participant/Broker. Transfer of the MLS data does not imply transfer of contractual obligations. It is suggested that new listing agreements be obtained under the new brokerage firm or consult with your own legal counsel.**

**Releasing Participant – Transfer Agent Listing/Office Listings from:**

Listing Office:
Listing Agent Name:
<p><b>Check One</b></p> <p><input type="radio"/> Agent will <b>Remain a member</b> with this firm.</p> <p><input type="radio"/> Agent is <b>transferring membership</b> with this firm to receiving firm below) transfer will not occur until a status report signed by receiving participant listed below is submitted). <b>A \$35 transfer fee will be invoiced to Agent.</b></p> <p><input type="radio"/> Agent will <b>inactivate membership</b>. Attach <b>a resignation form</b> signed by releasing participant.</p>
<p><b>Check One [ NOTE: Partial listings cannot be transferred]</b></p> <p><input type="radio"/> Transfer <b>all active listings.</b></p> <p><input type="radio"/> Transfer <b>all active listings</b> and these <b>additional listings in other statuses:</b> (attach an additional sheet if necessary-<b>Listings in the sold status cannot be transferred</b>)</p> <p>MLS # _____</p> <p><input type="radio"/> Transfer <b>only the listings below:</b> (attach an additional sheet if necessary)</p> <p>MLS # _____</p>
<p><b>By signing below designated listing of the above listed subscriber will be transferred.</b></p> <p>_____</p> <p><b>Printed Name of Releasing Participant or Authorized signatory</b></p> <p>_____</p> <p><b>***Signature of Releasing Participant or Authorized signatory</b> <span style="float:right"><b>Date</b></span></p>

**Receiving Participant – Transfer Agent Listing/Office Listings to:**

<b>New Office Name:</b>
<b>New Agent Name:</b>
<b>Email for Transfer Questions:</b>
<p><b>By signing below designated listing of the above listed subscriber will be transferred.</b></p> <p>_____</p> <p><b>Printed Name of Releasing Participant or Authorized signatory</b></p> <p>_____</p> <p><b>***Signature of Releasing Participant or Authorized signatory</b> <span style="float:right"><b>Date</b></span></p>