



**2024 REALTOR® Transfer Notification**  
\$100 transfer fee will be invoiced upon completion of the transfer within the MLS.

**MEMBER INFORMATION:**

REALTOR® Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PREVIOUS FIRM INFORMATION:**

Company Name: \_\_\_\_\_

Employing Broker Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**NEW COMPANY INFORMATION:**

Company Name: \_\_\_\_\_

Employing Broker Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**MLS LISTING INFORMATION – GSAR does NOT transfer or assign listings. Please check one of the options below, which must be authorized by the previous Employing Broker:**

Previous Employing Broker will cancel ALL Active and Under Contract listings. Transferring Member will write new contracts and re-enter listings under new company.

Previous Employing Broker will cancel ONLY the following Active and U/C listings. Transferring member will write new contracts and re-enter listings under new company.

MLS#'s \_\_\_\_\_

All Active and Under Contract listings will remain with previous Employing Broker and previous Employing Broker will assign listings to other agents in the office.

**AUTHORIZATION:** Please have both your previous and new employing broker sign below

Previous Employing Broker: \_\_\_\_\_ Date: \_\_\_\_\_

New Employing Broker: \_\_\_\_\_ Date: \_\_\_\_\_

Please email your completed form to [Stephanie@gsar.realtor](mailto:Stephanie@gsar.realtor) (cc: [Jesseca@gsar.realtor](mailto:Jesseca@gsar.realtor))