

CENTRAL ARIZONA ASSOCIATION OF REALTORS®

600 E. State Hwy. 260, Suite12
Payson, AZ 85541
(928) 474-1944

AGENT OFFICE TRANSFER PROCEDURE

1. The Agent transfers their license at ADRE.
2. The Agent completes the CAAR Office Transfer Form and returns it immediately to CAAR and pays the **\$50.00 Transfer Fee**.
3. CAAR will transfer the Agent in FlexMLS and NRDS on the effective date of transfer.
4. The Agent submits an Authorization to Transfer Listings form for each listing to CAAR prior to the transfer of the listing to the new Broker. **Please note this form is to be signed by all parties: Seller(s), Agent, and BOTH the original and new Brokers.**

Note: Listings will be retained under the original Broker until CAAR receives the transfer authorizations and access to maintenance of these listings will only be available to the original Broker or CAAR.

5. Supra lockboxes may be removed from transferred listings, returned to the original Broker, and replaced with new lockboxes assigned to the new Broker.

Alternatively, agents may reassign lockboxes on transferred listings to the new Broker by providing CAAR a list of serial numbers of the lockboxes to be reassigned.

The replacement or reassignment of lockboxes must be done after the listing transfer has been completed.

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OFFICE TRANSFER FORM-NAME CHANGE/ADDRESS CHANGE FORM

- Agent Office Transfer**
- Office Name Change/Office Address Change**

AGENT INFORMATION:

Name: _____ Date of Transfer/Change _____
NRDS#: _____ Real Estate License#: _____
Cell Ph #: _____ Email: _____

OLD OFFICE INFORMATION:

Prior Office Name _____
Prior Office Address _____ City: _____ Zip: _____
Old Ph #: _____ Old Email: _____

NEW OFFICE INFORMATION:

Office Name: _____
Address: _____ City: _____ Zip: _____
Broker: _____ Office Ph #: _____
Website: _____

Please Submit:

- ___ **\$50.00 Office Transfer Fee** (payable to CAAR by Agent)
- ___ **\$50.00 Office Name Change/Office Address Change Fee** (payable to CAAR by Broker)

- ___ **Authorization to Transfer Listing forms** (if necessary)

CAAR Lockboxes to Transfer:

CAAR Lockboxes Returned:
