

LISTING TRANSFER FORM

INSTRUCTIONS

- Use this form to reassign listings to another office or firm.
- CarolinaMLS does not transfer closed, withdrawn or expired listings.
- **THE MEMBER PARTICIPANT(BIC) OF THE OFFICE RELEASING THE LISTINGS MUST SIGN THIS FORM.**
- Send the form to the CarolinaMLS Help Desk at support@carolinahome.com or fax: 704-940-3120.

If you have questions please contact the CarolinaMLS Help Desk, 704-940-3159

FROM: WHERE ARE THE LISTINGS CURRENTLY LISTED? ALL BLANKS MUST BE COMPLETED.

OFFICE MLS ID :

AGENT MLS ID :

OFFICE NAME :

AGENT NAME :

TO: WHERE ARE THE LISTINGS BEING TRANSFERRED? ALL BLANKS MUST BE COMPLETED.

OFFICE MLS ID :

AGENT MLS ID :

OFFICE NAME :

AGENT NAME :

CHECK ONLY **ONE** OF THE FOLLOWING TWO OPTIONS:

OPTION 1: TRANSFER LISTINGS BASED ON CATEGORY AND STATUS (SELECT ALL THAT APPLY).

CATEGORY

Single Family
Condo/Townhouse
Multi-family
Lots/Acres/Farms
Commercial
Rentals

STATUS

Coming Soon-No Show
Active
Under Contract-Show
Under Contract-No Show
Application Received (Rentals only)
Temporarily Off Market

OPTION 2: TRANSFER ONLY THE LISTINGS BELOW (NOTE: IF YOU CHECKED OPTION 1, DO NOT FILL IN THE LISTING NUMBERS HERE).

ADDITIONAL INSTRUCTIONS

IS A VALID, SIGNED LISTING AGREEMENT IN PLACE FOR EACH LISTING THAT IS BEING TRANSFERRED? YES NO

Per Section 1:7 of the "CarolinaMLS Rules and Regulations," a copy of the listing agreement must be made available to CarolinaMLS if requested by staff.

ARE ANY OF THE LISTINGS THAT ARE BEING TRANSFERRED CO-LISTED WITH ANOTHER AGENT? IF SO, PLEASE PROVIDE THE MLS NUMBERS FOR THE LISTINGS THAT ARE CO-LISTED.

SHOULD THE CO-LISTING AGENT BE REMOVED FROM THE LISTING? YES NO

THE MEMBER PARTICIPANT OF THE OFFICE RELEASING THE LISTINGS MUST SIGN THIS FORM.

NOTE: THE MEMBER PARTICIPANT IS USUALLY THE BROKER-IN-CHARGE OR DESIGNATED REALTOR® OF YOUR OFFICE.

MEMBER PARTICIPANT
SIGNATURE AND DATE:

MEMBER PARTICIPANT
NAME (PLEASE PRINT) :