



LISTING TRANSFER FORM

INSTRUCTIONS

- Use this form to reassign listings to another office or firm.
- Canopy MLS does not transfer closed, withdrawn or expired listings.
- Send the form to Canopy MLS Support at support@carolinahome.com or fax: 980-556-7810

If you have questions please contact *Canopy MLS Support at 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:

CHECK ALL THAT APPLY: IS THE AGENT NAMED IN THIS TRANSFER THE LISTING AGENT CO-LISTING AGENT

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

- CANOPY MLS WILL ONLY TRANSFER LISTINGS ONCE THE AGENT HAS BEEN ESTABLISHED WITH THE NEW OFFICE IN THE MLS.
- IF ANY OF THE LISTINGS INVOLVED IN THIS TRANSFER ARE CO-LISTED WITH ANOTHER AGENT AND NEED TO BE TRANSFERRED AS WELL, A SEPARATE LISTING TRANSFER MUST BE SUBMITTED FOR THAT AGENT. IF THE CO-LISTING AGENT SHOULD BE REMOVED FROM ANY LISTINGS, PLEASE SUBMIT A WRITTEN REQUEST ALONG WITH THIS FORM WITH THE MLS NUMBERS OF THE LISTINGS TO REMOVE THE AGENT FROM.
- BY SUBMITTING THIS FORM TO CANOPY MLS, YOU CERTIFY THAT VALID AGREEMENTS ARE IN PLACE FOR ALL LISTINGS, AND ALL PARTIES INVOLVED ARE AWARE OF AND AGREE TO THE LISTING TRANSFER.

SIGNATURE

NOTE: CANOPY MLS REQUIRES THE SIGNATURE OF MEMBER PARTICIPANT (MP) OF THE OFFICE THAT IS RELEASING THE LISTING AT THE TIME THE LISTINGS ARE TRANSFERRED. 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) :