

SECTION I: AGENT Firm Change Notice *Please attach copy of Broker Affiliation form submitted to commission*

Name: _____ Member/MLS Login ID: _____

License #: _____ [] NC _____ [] SC Lic. Type: _____ Real Estate _____ Appraiser

Previous firm affiliation: _____

New firm affiliation: _____

New firm address: _____
Street City State Zip

Agent Preferred Phone/appear on Listings: _____ Cell phone: _____

Agent email: _____ Web site: _____

A [Listing Transfer Form](#) form must be completed to reassign the transferring agent's listings to the new office.

Signature of transferring agent: _____ Date: _____

Signature of new BIC/Head of Firm: _____ Date: _____

SECTION II: Canopy MLS Member Participant (MP) Authorization for Subscriber

(This section must be signed by the new firm MP for a current subscriber's MLS access to continue. If the agent is not a current subscriber – i.e.: currently on waiver – please have the agent complete and submit the MLS Subscriber Request application or an updated waiver, if applicable, signed by the new MP.)

I, _____ (MP, print) MLS Login ID _____, confirm that the licensee listed in Section I above has affiliated with my firm and request their MLS access to continue, now under my supervision.

Member Participant signature: _____ Date: _____

Note Regarding Agent TEAMS:

- If the Agent/Subscriber was on a Team established with Canopy MLS at their previous firm, their former MP is responsible for removing them from the Team record.
- If the Agent/Subscriber has a Team established with Canopy MLS under their previous firm, they must submit the *Team Request* form indicating a "Change in Firm" (signed by new MP) or to "Discontinue the Team" (signed by former MP).

SECTION III (if applicable): Agent transferring to own / NEW firm

If this Transfer includes a request for a new firm to be established with Canopy:

- Complete Section I of this form;
- Submit the [Canopy MLS Member Participant Application](#) to change MLS status from Subscriber to MP;
- Submit the [Realtor® Membership Application*](#) indicating membership change to "Designated Realtor®"
 - *If you are a member of another Association (MLS-only subscriber), please include a Letter of Good Standing confirming your firm has been established for your Association membership (disregard CRA Realtor® application)

PAYMENT INFORMATION (Canopy Realtor® Association members only): *(Fee N/A for Outlying county / MLS-only subscribers: however, firm affiliation must be updated with your association prior to MLS information being updated.)*

Method of Payment: _____ Visa _____ MC _____ Discover _____ AMX

Card#: _____ Exp: _____

Please print Name as appears on card: _____

Signature of card holder: _____

\$25 transfer fee must be collected before agent is transferred. For faster service, please provide credit/debit card no.

Confirmation will be sent upon processing by staff of this form and fee (if applicable). Please verify your firm affiliation change is reflected & correct in the MLS roster information PRIOR to inputting new listings into the MLS.