

- INSTRUCTIONS**
- Use this form to reassign listings to another office or firm.
 - Canopy MLS does not transfer closed, withdrawn or expired listings.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 Canopy MLS Help Desk at support@canopyrealtors.com

If you have questions please contact the [Canopy MLS Support 704-940-3159](tel: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

Residential
Residential Multi Unit
Lots/Acres/Farm

Commercial Sale
Commercial Lease
Residential Rental

Status

Coming Soon-No Show
Active
Under Contract-Show
Under Contract-No Show

Application Received
(Residential Rental 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 "Canopy MLS Rules and Regulations," a copy of the listing agreement must be made available to Canopy MLS if requested by staff.

If any of these listings are Co-Listed with another agent, please select an option:

Make no changes to the Co-Listing information.

Remove the Co-Listing agent from all listings.

Transfer the Co-Listing office to the "To" office indicated above.

The selected option will be applied to all listings. The Listing agent can also update Co-Listing information on individual listings after the transfer has been completed.

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

Member Participant Signature and Date:

Member Participant Name (please print):

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