

**Canopy Realtor® Association / Canopy MLS  
Firm Branch Office Consolidation Form**  
Phone: (704) 940-3110 Fax: (980) 556-7803  
Email: membership@canopyrealtors.com

This form is used when a Firm participating in the Canopy MLS consolidates two branch office locations or is discontinuing one branch with Canopy, moving agents to another office of the Firm to remain with Canopy.

**PARTICIPATING FIRM:**

\_\_\_\_\_ **Date of Request:** \_\_\_\_\_

CLOSING Branch MLS ID: \_\_\_\_\_

CLOSING Branch Address: \_\_\_\_\_

CLOSING Branch DR/MP (BIC) (print): \_\_\_\_\_

CLOSING Branch DR/MP (BIC) MLS Login ID: \_\_\_\_\_

Is the CLOSING Branch DR/MP (BIC) transferring to the *other location*?  Yes  No

If “yes”, in addition to this form, the DR/MP must submit the [MLS Subscriber application](#) to change their MLS status from Member Participant to Subscriber. This will include a quarterly fee change from \$225 to \$165. Please include the name of this DR/MP on pg. 2 of this form with all other transferring agents.

**LOCATION TO WHICH AGENT(S) ARE TRANSFERRING:**

Branch MLS ID: \_\_\_\_\_

Branch Address: \_\_\_\_\_

Branch DR/MP (BIC) (print): \_\_\_\_\_

Branch DR/MP (BIC) MLS Login ID: \_\_\_\_\_

**Request to close branch office:**

I acknowledge and understand that, in the event the Firm should reopen this branch location by reapplying to the Canopy MLS **within one (1) year** of the branch office closing date listed above, the Firm must submit a \$250 Firm Reactivation fee to the MLS reopening the branch location.

If the Firm applies to reopen this branch office location **after one (1) year** from the branch office closing date listed above, a \$600 initiation fee must be paid prior to Canopy MLS reopening the branch office.

**CLOSING Branch Office MP signature:** \_\_\_\_\_

**Transferring of Agents and Listings**

- a. List all licensees transferring from the closing branch on Page 2 of this document (make additional copies as needed)
- b. Licensees who are **not** remaining with the Firm and who are not listed on Page 2, must complete a [Transfer Request Form](#) prior to Canopy MLS closing the branch office in the MLS.
  - For any licensee **not** remaining with the Firm, please include a copy of the real estate commission licensee removal notice with this document. If the licensee(s) has not submitted the *Transfer Request Form* prior to the processing of this document, Canopy MLS will suspend the Subscriber’s access and Supra Key service (if applicable) until the form is received.
- c. Any listings that are not listed on Page 2 to be transferred will be withdrawn.

### Transferring Licensees and Listings

Agent Name and license #	MLS Login	Current Office #	New Office #
Listings to be transferred:			
<b>Category:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Condo/Town House <input type="checkbox"/> Multi-Family <input type="checkbox"/> Lots/Acres/Farms			
<input type="checkbox"/> Commercial <input type="checkbox"/> Rentals			
<b>Status:</b> <input type="checkbox"/> Active <input type="checkbox"/> Under Contract-Show <input type="checkbox"/> Under Contract-No Show			
<input type="checkbox"/> Available (Rentals only) <input type="checkbox"/> Application Received (Rentals only)			
 <input type="checkbox"/> Transfer only the MLS#s indicated on page 3.			
New Listing Agent Name (if applicable)	New Listing Agent ID	New Office #	

Agent Name and license #	MLS Login	Current Office #	New Office #
Listings to be transferred:			
<b>Category:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Condo/Town House <input type="checkbox"/> Multi-Family <input type="checkbox"/> Lots/Acres/Farms			
<input type="checkbox"/> Commercial <input type="checkbox"/> Rentals			
<b>Status:</b> <input type="checkbox"/> Active <input type="checkbox"/> Under Contract-Show <input type="checkbox"/> Under Contract-No Show			
<input type="checkbox"/> Available (Rentals only) <input type="checkbox"/> Application Received (Rentals only)			
 <input type="checkbox"/> Transfer only the MLS#s indicated on page 3.			
New Listing Agent Name (if applicable)	New Listing Agent ID	New Office #	

Agent Name and license #	MLS Login	Current Office #	New Office #
Listings to be transferred:			
<b>Category:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Condo/Town House <input type="checkbox"/> Multi-Family <input type="checkbox"/> Lots/Acres/Farms			
<input type="checkbox"/> Commercial <input type="checkbox"/> Rentals			
<b>Status:</b> <input type="checkbox"/> Active <input type="checkbox"/> Under Contract-Show <input type="checkbox"/> Under Contract-No Show			
<input type="checkbox"/> Available (Rentals only) <input type="checkbox"/> Application Received (Rentals only)			
 <input type="checkbox"/> Transfer only the MLS#s indicated on page 3.			
New Listing Agent Name (if applicable)	New Listing Agent ID	New Office #	

Agent Name and license #	MLS Login	Current Office #	New Office #
Listings to be transferred:			
<b>Category:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Condo/Town House <input type="checkbox"/> Multi-Family <input type="checkbox"/> Lots/Acres/Farms			
<input type="checkbox"/> Commercial <input type="checkbox"/> Rentals			
<b>Status:</b> <input type="checkbox"/> Active <input type="checkbox"/> Under Contract-Show <input type="checkbox"/> Under Contract-No Show			
<input type="checkbox"/> Available (Rentals only) <input type="checkbox"/> Application Received (Rentals only)			
 <input type="checkbox"/> Transfer only the MLS#s indicated on page 3.			
New Listing Agent Name (if applicable)	New Listing Agent #	New Office #	

Transfer only these listings. **(Note: Complete this section only if the box for “Transfer only the MLS#s indicated” on page 2 was checked):**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Co-listings.** Provide the MLS#s for listings to be transferred that are co-listed.

Should the co-listing agent be removed from the listings?  Yes  No

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____