Firm/Branch Office Consolidation Form

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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c. Any listings that are not listed on Page 2 to be transferred will be withdrawn.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 | MLS ID | Current Office ID | New Office ID

☐ Change Listing Agent

New Listing Agent Name (if applicable) | New Listing Agent ID | New Office ID

☐ **Option A:** Transfer listings based on category and status

Category		Status	
☐ Residential	☐ Commercial Sale	☐ Coming Soon-No Show	☐ Under Contract-Show
☐ Residential Multi-Unit	☐ Commercial Lease	☐ Active	☐ Under Contract-No Show
☐ Lots/Acres/Farms	☐ Residential Rental	☐ Application Received	☐ Temporary Off Market

☐ **Option B:** Transfer only the MLS#s indicated on page 3.

Agent Name | MLS ID | Current Office ID | New Office ID

☐ Change Listing Agent

New Listing Agent Name (if applicable) | New Listing Agent ID | New Office ID

☐ **Option A:** Transfer listings based on category and status

Category		Status	
☐ Residential	☐ Commercial Sale	☐ Coming Soon-No Show	☐ Under Contract-Show
☐ Residential Multi-Unit	☐ Commercial Lease	☐ Active	☐ Under Contract-No Show
☐ Lots/Acres/Farms	☐ Residential Rental	☐ Application Received	☐ Temporary Off Market

☐ **Option B:** Transfer only the MLS#s indicated on page 3.

Agent Name | MLS ID | Current Office ID | New Office ID

☐ Change Listing Agent

New Listing Agent Name (if applicable) | New Listing Agent ID | New Office ID

☐ **Option A:** Transfer listings based on category and status

Category		Status	
☐ Residential	☐ Commercial Sale	☐ Coming Soon-No Show	☐ Under Contract-Show
☐ Residential Multi-Unit	☐ Commercial Lease	☐ Active	☐ Under Contract-No Show
☐ Lots/Acres/Farms	☐ Residential Rental	☐ Application Received	☐ Temporary Off Market

☐ **Option B:** Transfer only the MLS#s indicated on page 3.

Agent Name | MLS ID | Current Office ID | New Office ID

☐ Change Listing Agent

New Listing Agent Name (if applicable) | New Listing Agent ID | New Office ID

☐ **Option A:** Transfer listings based on category and status

Category		Status	
☐ Residential	☐ Commercial Sale	☐ Coming Soon-No Show	☐ Under Contract-Show
☐ Residential Multi-Unit	☐ Commercial Lease	☐ Active	☐ Under Contract-No Show
☐ Lots/Acres/Farms	☐ Residential Rental	☐ Application Received	☐ Temporary Off Market

☐ **Option B:** Transfer only the MLS#s indicated on page 3.

Co-Listings: If any of these listings are co-listed with another agent, please select ONE option:

☐ Make no changes to the co-listing information.
☐ Remove the co-listing agent from all listings.
☐ Change the co-listing office to the Receiving office indicated above.

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

Canopy Realtor® Association / Canopy MLS Office Use Only:

_____New Office Created (per request) / Start-up Fee collected
_____Agents Transferred
_____Listings Transferred