

Use this form only if you are transferring from one OCAR member office to another. If you are transferring from another Association of REALTORS®, you will need to fill out a new member application. This form only updates your information with OCAR. You are responsible for notifying CalBRE of any changes.

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ MLS ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Your Former Office: \_\_\_\_\_

**NEW OFFICE INFORMATION** Your new broker must be an OCAR member. If not, please contact us.

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_  
Street City State Zip

Broker or OCAR-Authorized Office Manager's Name: \_\_\_\_\_

Broker / Ofc. Mgr. Signature: \_\_\_\_\_ Broker / Ofc. Mgr. Email: \_\_\_\_\_  
Required

Agent Signature: \_\_\_\_\_

**\$25 TRANSFER FEE** Members may be eligible to receive a waiver of one (1) transfer fee per calendar year. Contact us for details.

Check Enclosed  AMEX  Discover  MC  Visa

Credit Card #:           Exp. Date:   /   Security Code:

Name of Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

**LISTING TRANSFER** When an agent transfers from one office to another (even within the same brokerage) the agent and broker lose access to change the agent's active listing(s) in the MLS. The broker of record must select an option and sign below. For option 1, by signing, you acknowledge and approve the transfer type and agree to release the agent and his/her listings. Please note, if the transfer is occurring between the same brokerage (agent is switching to a different branch location), the OCAR-Authorized Office Manager from the former office, may sign. In all other circumstances, the BROKER OF RECORD must sign. Listing transfers may take up to 1 to 2 business days.

**SELECT ONE:**

- I don't have any listings to transfer.  I authorize transferring listings (noted below) to the agent's new Broker of Record.  Listings are transferring to a new office location with same Broker of Record.  Do not transfer listings. They are staying with my former brokerage.

MLS #s to be transferred: \_\_\_\_\_  
(Active, Pending, Backup) We cannot process without specific MLS #s

For transfers within the same brokerage, only one signature is needed. Office Managers may sign only for transfers within the same brokerage. Otherwise, the Broker of Record must sign.

_____ Former Broker Name	_____ Signature	_____ MLS ID
_____ Current Broker Name	_____ Signature	_____ MLS ID