

CENTRAL ARIZONA ASSOCIATION OF REALTORS®

600 E. State Hwy. 260, Suite12

Payson, AZ 85541

(928) 474-1944

AGENT OFFICE TRANSFER PROCEDURE

1. The Agent transfers their license at ADRE.
2. The Agent completes the CAAR Office Transfer Form and returns it immediately to CAAR and pays the **\$50.00 Transfer Fee**.
3. CAAR will transfer the Agent in FlexMLS and NRDS on the effective date of transfer.
4. The Agent submits an Authorization to Transfer Listings form for each listing to CAAR prior to the transfer of the listing to the new Broker. **Please note this form is to be signed by all parties: Seller(s), Agent, and BOTH the original and new Brokers.**

Note: Listings will be retained under the original Broker until CAAR receives the transfer authorizations and access to maintenance of these listings will only be available to the original Broker or CAAR.

5. Supra lockboxes may be removed from transferred listings, returned to the original Broker, and replaced with new lockboxes assigned to the new Broker.

Alternatively, agents may reassign lockboxes on transferred listings to the new Broker by providing CAAR a list of serial numbers of the lockboxes to be reassigned.

The replacement or reassignment of lockboxes must be done after the listing transfer has been completed.

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OFFICE TRANSFER FORM/ADDRESS CHANGE FORM

Agent Office Transfer

Office Address Change

Name: _____ Date of Transfer/Change _____

NRDS#: _____ Real Estate License#: _____

OLD OFFICE INFORMATION

Prior OFFICE _____

Prior Phone # _____ Prior Email: _____

NEW OFFICE INFORMATION

Office Name: _____

Email: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

Broker: _____ Phone #: _____

Please Submit:

___ **\$50.00 Office Transfer Fee/Office Address Change Fee** (payable to CAAR)

___ **Authorization to Transfer Listing forms** (if necessary)

CAAR Lockboxes to Transfer:

CAAR Lockboxes Returned:

