

Change Request Form

Are you Transferring Offices? Yes No

NAME: _____ LICENSE# _____

NRDS# _____ FORMER PHONE: _____ NEW PHONE: _____

FORMER EMAIL: _____ NEW EMAIL: _____

FORMER OFFICE NAME: _____
ADDRESS: _____

NEW OFFICE NAME: _____
ADDRESS: _____

REQUIRED CHANGES- CHECK ALL THAT APPLY

- Name
- Email
- Home Address
- Office Address
- Home Phone
- Mobile Phone
- Preferred Phone
- Office Transfer (See Pg. 2)

CAAR Lockboxes to Transfer:

_____	_____
_____	_____

CAAR Lockboxes Returned:

_____	_____
_____	_____

Notes / Specifications

Please Submit:

- _____ \$50.00 Transfer / Change Fee
- _____ \$100 Branch Office Establishment Fee
- _____ Authorization to Transfer Listing forms

Agent Signature: _____

Signature Date: _____

Effective Date: _____

CENTRAL ARIZONA ASSOCIATION OF REALTORS®
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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.