

Agent Transfer Form



PLEASE NOTE THE FOLLOWING:

- **A transfer cannot be processed until the termination paperwork for the previous firm is submitted.**
- Your listings on the MLS do not transfer, unless it is from office to office within the same firm.
- Your sales history will remain with your previous office
- **The broker of the office is required to sign this form. Any forms with a missing signature will be sent back.**
- **All sections of this form are required to be filled out.**
- **An effective date of transfer is required.**
- All outstanding invoices must be paid before a transfer can be processed.

Please submit the form to member@wisre.com, it may take up to 2 business days for the transfer to be processed. By submitting this form, you confirm that you have read and understand these instructions.

AGENT FIRST NAME

AGENT LAST NAME

OLD OFFICE INFORMATION

OFFICE NAME

OFFICE ADDRESS

NEW OFFICE INFORMATION

EFFECTIVE DATE OF TRANSFER:

MLS ACCESS LEVEL (CHECK THE BOX)

☐

Standard Agent Access
(Can create partials/subject properties but cannot post their own listings)

☐

Full Listing access
(can edit and post their own listings)

☐

Office staff access
(can edit and post listings belonging to other agents within their firm)

OFFICE NAME

NEW AGENT EMAIL ADDRESS (IF APPLICABLE)

OFFICE EMAIL ADDRESS

NEW AGENT PHONE NUMBER (IF APPLICABLE)

OFFICE PHONE NUMBER

NEW AGENT WEBSITE (IF APPLICABLE)

OFFICE ADDRESS

BROKER

SIGNATURE:

DATE: