ORANGE COUNTY REALTORS®
Association of Professionals

MEMBER TRANSFER FORM

Use this form only if you are transferring from one OC REALTORS® member office to another. If you are transferring from another Association, you will need to fill out a new member application. This form only updates your information with OC REALTORS®. You are responsible for notifying the DRE. ***When an agent transfers from one office to another (even within the same brokerage) all access to the listings are lost by the agent and broker unless the listings are transferred to the new office, or reassigned to a different user ID in the previous office. This affects all listings in the statuses of Active, Active Under Contract, Pending, Hold Do Not Show, and Withdrawn statuses.***

SECTION 1

Date: _____

Your Name: _____ DRE License# _____

Cell Phone: _____ ☐ Preferred* ☐ Opt-In for Text

Home Phone: _____ ☐ Preferred*

*Preferred number will be listed on the MLS under your contact info.

Email: _____

Your Former Office: _____

NEW OFFICE INFORMATION

Your new broker must be an OC REALTORS® member. If not, please contact us.

Office Name: _____

Office Address: _____
Street City State Zip

Broker or Office Manager's Name: _____

Broker / Ofc. Mgr. Signature: _____ Broker / Ofc. Mgr. Email: _____

Agent Signature: _____

SECTION 2

☐ **I do not have any listings to transfer.** (If no listings to transfer, no further signatures needed.)

LISTING TRANSFER

The OC REALTORS® authorized office manager or 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 realease the agent and specified listings. Listing transfers may take 1 to 2 business days to process after being recieved.

☐ **1. I authorize transferring listings (noted below) to the agent's new Brokerage.**

☐ **2. Listings are transferring to a new office location with same Broker of Record.**

☐ **3. Do not transfer listings. They are staying with current broker of record. Listings will be updated with the User ID of the current broker so they can be maintained.**

Listing ID Numbers to be Transferred:
(Active, Active Under Contract, Pending, Hold Do Not Show, Withdrawn)
_____
We cannot process without specific Listing ID #s.

For transfers within the same brokerage, only one signature is needed.

_____	_____	_____
Accepting Broker Name or Office Manager	Signature	MLS User ID
_____	_____	_____
Releasing Broker Name or Office Manager	Signature	MLS User ID

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