



Customer Transfer Form

1. Company Change - Broker Signature REQUIRED

Customer Name _____ Customer ID# _____

New Office Phone _____ Voice Mail _____ Ext _____ Home Phone _____

Previous Company Name _____ Broker Code _____

New Company Name _____ Broker Code _____

New Branch Address _____ City _____ State _____

Reminder: Your Personal Assistant(s) must also complete this form if transferring

New Broker or Authorized Representative's Signature (Required) _____

2. Transferral of Listings - Broker Signature REQUIRED

In order to transfer listings, please attach a copy of a LISTING SUMMARY (one-liner) report with the listings to be transferred OR provide the following information, additional forms may be used if necessary. (When sending additional pages of listings, please be sure to write "See Attached" or have the Brokers/Managers sign the additional pages as well.)

Listing Number (Include County Abbreviation)	Listing Address	Property Type*	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of **Listing Agent** _____ Date _____

Signature of **Previous Broker/Manager (Required)** _____ Date _____

Signature of **New Broker/Manager (Required)** _____ Date _____

- ✓ **Please make sure:**
- ✓ All information above is complete.
- ✓ Signatures are provided (If transferring listings-- broker signature is required on Section I **and** Section II).
- ✓ Only Active, Contingent - with or without kickout, Application Registered, Rentals, Under Contract, and Temporarily Off of the Market listings may be transferred. **Sold, Withdrawn and Expired listings may not be transferred.**

MRIS Customer Services phone 301-838-7160 / 800-838-8138 fax 301-838-7171