



## **APPLICATION TO TRANSFER FORM**

This form is to be used if you are an **active** REALTOR or MLS member and are transferring from one office to another. If you have been inactive for longer than a year please contact the Association office and speak to membership. It can take up to 24 hours for your membership to transfer to your new office. Please send form to: [natalygavar@gmail.com](mailto:natalygavar@gmail.com)

*If you are transferring during billing cycle, you will have to submit payment in order to transfer. If you are unsure, please contact the Association office and speak with membership.*

**Please note: You will not be transferred until the DRE records reflect the change to the new broker.**

**Date:** \_\_\_\_\_ **MLS ID #: gant.** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

**Current e-mail:** \_\_\_\_\_

**Current Home Address:** \_\_\_\_\_

**New Office Name:** \_\_\_\_\_

**New Office Address:** \_\_\_\_\_

**Signature of Agent:** \_\_\_\_\_

**Signature of New Broker:** \_\_\_\_\_

**If you have current active listings with your previous office and need to transfer them over to your new office, GAVAR staff will require the CAR (TOL- transfer of listings) form in order to transfer the listings over to the new office. Please email all forms together to [natalygavar@gmail.com](mailto:natalygavar@gmail.com)**

**FOR OFFICE USE ONLY**

**New Firm #:** \_\_\_\_\_ **Changes in NRDS:** \_\_\_\_\_

**Membership Type** \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_ **Date of Transfer:** \_\_\_\_\_