

## TRANSFER PROCEDURE

A member transferring from one firm to another firm should follow the following steps:

1. Fill out form RE10 or RE11 with Broker. Mail or Fax to DBPR.
2. Notify GACAR/MLS by returning the Transfer Form, a copy of the R10 or RE11 and the \$50.00 Transfer fee payable to GACAR.
3. MLS Rules and Regulations state the policy regarding MLS listings.

### **Section 18.3 Transfer a Listing**

**Associate transferring from one office to another MLS office must adhere to the following procedures:**

- A. Obtain a letter or Listing Transfer Form from the former broker giving permission to transfer the listings. It is not necessary to withdraw these listings; the broker code change will be done by the MLS Staff. A copy must be submitted to MLS.**
- B. A signed contract or letter must be obtained from the owners stating that they agree to have their listings transferred to the new office.**
- C. It is the responsibility of the new office to make appropriate revisions.**

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## TRANSFER NOTIFICATION

Date: \_\_\_\_\_

To: Gainesville-Alachua County Association of REALTORS  
1750 NW 80<sup>th</sup> Boulevard  
Gainesville, FL 32606

Name: \_\_\_\_\_ License no.: \_\_\_\_\_

Please make the transfer effective: \_\_\_\_\_

Lockbox Keypad# \_\_\_\_\_ (Firm ID must be changed)

New Firm Name: \_\_\_\_\_

New Email address: \_\_\_\_\_

New Cell phone #: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_