Listing Transfer Form

Please transfer any active, pending, withdrawn or contingent listings for the following agent. **When transferring between offices with two different Brokers of Record, both signatures are required.** Edits to a listing requires an additional form (*Status & Change Report Form*). Fax to Member Services at **858-715-8090**. **ACTIVE, CONTINGENT, PENDING** and **WITHDRAWN** are the only eligible transfers. **SOLD, EXPIRED,** and **CANCELLED** listings **will not** be transferred. All ID's must be provided, as well as the brokers' signatures.

Listing Agent's Name _____

From Listing Agent ID _____ (MLS login number) **to Listing agent ID _____** (MLS login number)

From Listing Office ID _____ to Listing office ID _____

_____/_____

Broker of Record #1 Signature required (relinquishing) ***Date***

_____/_____

Broker of Record #2 Signature required (receiving) ***Date***

MLS #	ADDRESS OF PROPERTY

If additional room is needed for listings, please submit second page of this form with additional listings. Additional signatures on second form not required.

NOTE: All sold listing history must remain with the original listing/selling office ID according to Sandicor Policy. ***A Custom search can be created by the agent/broker to view all productivity. If you or your agent need assistance with creating a Cross Property custom search by Agent and office ID, please call Sandicor tech support at 858-622-6200.***