



**AGENT REQUEST TRANSFER FORM**

Phone: (828) 262-5437

[amanda@highcountryrealtors.org](mailto:amanda@highcountryrealtors.org)

**Members submitting completed transfer request forms with transfer fee will be transferred to the new office within 48 hours unless otherwise notified.**

Transfer fee is \$50.00. **Please make checks payable to High Country Association of Realtors (HCAR).**

\_\_\_\_\_  
Transferring REALTOR's® Name License Number

\_\_\_\_\_  
Previous MLS Firm Previous Broker-in-Charge Name

**Do you have active listings?** Yes No

Please be advised that any active listings will remain **with the Previous MLS Firm** and be transferred to your Previous Broker-in-Charge.

\_\_\_\_\_  
New MLS Firm New Broker-in-Charge Name

\_\_\_\_\_  
New Office Address New Office Phone

REALTOR's® Email Address (Even if same): \_\_\_\_\_

Phone number to appear on your listings: \_\_\_\_\_

Please be advised that when transferring your current IDX link to your new website, you must sign a new IDX contract. **Please have your technology provider email [trestlesupport@corelogic.com](mailto:trestlesupport@corelogic.com) to initiate the contract.**

All signing parties listed below acknowledge that any and all listings transferring with the REALTOR® must be withdrawn and new contracts executed. Additionally, the previous Broker-in-Charge acknowledges the responsibility for changing and maintaining any and all existing listings of the transferring REALTOR® member.

\_\_\_\_\_  
Transferring REALTOR® Signature Date

\_\_\_\_\_  
New Broker-in-Charge Signature Date

\_\_\_\_\_  
Previous Broker-in-Charge Date