



## Listing Transfer Form

This form is required whenever a property listing is transferred from one office to another.

**Please note: only active listings can be moved (Status 1 and 8).** It may be faxed to MLSListings Inc. at 408-874-1250, or mailed to MLSListings Inc. at 350 Oakmead Pkwy, 2<sup>nd</sup> Floor, Sunnyvale CA 94085.

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What is the current status of the property? \_\_\_\_\_

I/ We authorize MLSListings Inc. to assign Multiple Listing Service (MLS) number \_\_\_\_\_  
(One MLS # per form)

for our property at: \_\_\_\_\_

Property parcel number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

From: \_\_\_\_\_ Broker Code: \_\_\_\_\_  
Original listing office

To: \_\_\_\_\_ Broker Code: \_\_\_\_\_  
New listing office

Listing agent's name: \_\_\_\_\_

Listing agent's DRE#: \_\_\_\_\_ New office phone #: \_\_\_\_\_

Signed: \_\_\_\_\_ Original broker: \_\_\_\_\_  
Owner

Signed: \_\_\_\_\_ Receiving broker: \_\_\_\_\_  
Owner

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

**All legal owners and both brokers must sign this transfer form.**