BAREIS MLS®

Agent Change Form

Agent Name: Office Name:		Agent ID:	
	Requested Changes		
Change Contact Information:			
Home Address Change:			
Address		City	Zip
Other Change:			
Change the method of sending my	quarterly statement to:		
E-mail address:			
Mailed paper statement (for \$5.00) quarterly charge) to Home A	ddress Office A	ddress
Transfer Agent to My Office:			
Previous Office Name:	revious Office Name: Previous Office ID:		ID:
New Office Name:		New Office ID:	
New Office Address:			
	rred, the BAREIS Listing Transfer Form n bmitted with this form to BAREIS MLS®.	nust be filled out and signe	d by both the
Agent Returning:			
Effective Date to Return from Leav	ve of Absence / Cancelation:/_	/(Must	include payment)
Change Access Privileges To:			
Co. Wide Manager Branch N	Manager 🔲 Agent Admin. 🔲 Agen	t Only	
Agent Name – Please Print:			
Broker Name – Please Print:			



BAREIS MLS® Listing Transfer Form

The listing transfer process may take up to one full business day to complete. Listing agents will lose the ability to edit their listings during the transfer process

Please return to <u>dataentry@norcalmls.com</u>

From (Previous) Agent ID: Listing Agent: ____ Office ID: Listing Office: To (Current) Listing Agent: Agent ID: Office ID: Listing Office: Which listings should be transferred? (Check all that apply) ☐ All Coming Soon Listings ☐ All Active Listings ☐ All Closed Listings ☐ All Hold/Temp Off Market Listings ☐ All Contingent Listings ☐ All Pending Listings ☐ All Expired Listings ☐ All Sold Off MLS Listings If only certain listings are to be transferred, list the MLS #s of the listings to be transferred below: Please Note: When transferring listings, the MLS number, days On-Market, and cumulative days on market will remain the same. The property history will also carry over to the new Agent ID / Office ID. Signature of Broker Authorizing the Release of Listings Date **Printed Name** Signature of Broker Authorizing the Acceptance of Listings Date **Printed Name**



Questions? Contact us at: dataentry@norcalmls.com or 707-575-8000

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