



Branch Office Transfer Application



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To transfer within the same firm from one branch office to another, please complete the information below with the new office information and managing broker's signature. Any administrators assisting the transferring agent should complete a new administrative access application reflecting the new branch information.

There are no fees to transfer from one branch to another of the same firm.

If the agent is transferring from one company to another, please use the Transfer Firm Affiliation form found at <https://rarealtors.com/>.

Section 1 Branch Information

Firm Name _____ Branch MLS ID _____
Branch Address _____
City, State _____ Zip _____

Section 2 Agent Information

Full Name on License _____ Agent MLS ID _____
Home Address _____
City, State _____ Zip _____
Cell Phone _____ May RAR/CVR MLS communicate with you via text message? Yes No
Contact Phone _____ on MLS listings and for electronic call communications from RAR/CVR MLS.
Email Address _____ Important RAR/CVR MLS communications are sent via email, including all billing notices. Valid email address only.
Real Estate License # _____ Exp. Date _____

Section 3 Broker Acknowledgement of Transfer

I authorize the activation of CVR MLS Subscriber access and REALTOR® membership for the above referenced agent under the branch indicated in Section One of this application.

As Designated REALTOR® for the above referenced firm, partnership or corporation I understand and accept responsibility for the above referenced licensee's responsibilities to RAR/CVRMLS as well as his or her compliance with the Constitution, Bylaws, policies, practices, procedures, rules and regulations of the Local, State and National Associations of REALTORS® and the Central Virginia Regional MLS.

Name (print) _____
Participating Broker/ Designated REALTOR®

Signature _____
Participating Broker/ Designated REALTOR® *Date*

FOR STAFF USE: Received by _____ **Date:** _____