

# 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Please transfer any active, pending, withdrawn or contingent listings for the following agent.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*). email to rules@sdmls.com. **ACTIVE, CONTINGENT, PENDING** and **WITHDRAWN** are the only eligible transfers.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 \_\_\_\_\_ to Listing agent ID \_\_\_\_\_  
(MLS login number) (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 San Diego MLS 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 San Diego MLS tech support at 858-622-6200.