



ASSOCIATION OF REALTORS®

7021 Koll Center Pkwy

Pleasanton, CA 94566

(925) 730-4060 Fax (925) 730-0237

<http://www.bayeast.org>



Transferring Offices

- 1) If you are transferring offices please complete the first page (Transfer/Termination Form). Check mark the transfer box on the form and complete all of the information. *If your license appears with the new broker on the BRE we do not require the previous broker's signature.

- 2) If you are transferring to another office and have active or pending listings with the current office and need them to move along with you please complete second page (Listing Transfer Form) along with the Transfer Form. *Both broker's signatures are required on the Listing Transfer form.

- 3) If you are terminating your membership with Bay East, please complete the first page (Transfer/Termination Form). Check mark the termination box on the form, complete all of the information. *The broker's signature is required.

Questions: Please call us at 925-730-4060

Fax to (925) 730-0237 -OR- Email Amber at amberc@bayeast.org



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Notice of Transfer Notice of Termination -Reason for Leaving Bay East:
 Leaving business Transferring to another Association / MLS Other _____

Processing time 1 to 2 business days

PLEASE PRINT

MEMBER NAME _____ MEMBER # _____

Old Firm Name: _____
Address _____ City _____ Zip _____ Phone _____

New Firm Name: _____
Address _____ City _____ Zip _____
Firm Telephone _____ Firm Fax _____
Direct Agent Phone _____ Agent E-Mail _____
(Number that appears in Paragon next to Agents name)
Website address: _____

Multiple Listing Services will not be transferred/terminated without previous Broker's signature

Do you have an assistant? – If so, please list name so that their services may be transferred also

Committee Service

Do you serve on a Committee? Yes No If yes, please list name of Committee(s):

1. _____ 2. _____ 3. _____

Transfer/Termination will not be processed without below signatures

_____	_____
Member's Signature	Date
_____	_____
Previous Broker's Signature	Date
_____	_____
New Broker's Signature	Date

Helping our members succeed as Real Estate Professionals



*** Required**

LISTING TRANSFER FORM

Processing time 1 to 2 business days

Listing Agent Name _____ Member # _____
Old Office Name _____
Address _____
Direct Phone: _____ Email: _____

Listing Agent Name _____ Member # _____
New Office Name _____
Address _____
Direct Phone: _____ Email: _____

Transfer Listing # _____ Address: _____
Transfer Listing # _____ Address: _____
Transfer Listing # _____ Address: _____
Transfer Listing # _____ Address: _____
Transfer Listing # _____ Address: _____
Transfer Listing # _____ Address: _____

I hereby agree and authorize the transfer of the above listings.

Original Broker's Name (Please Print) _____ Date _____

Original Broker's Signature _____

New Broker's Name (Please Print) _____ Date _____

New Broker's Signature _____