

Transferring Offices

1) If you are transferring offices please complete the **Transfer/Termination Form**. Check the **Notice of Transfer** box at the top and complete all of the information.

**If your DRE license appears with the new broker on the DRE website, the previous broker signature is not required.*

2) If you are transferring to another office and have active or pending listings with the current office which need to transfer with you, please complete the **Listing Transfer Form** along with the **Transfer/Termination Form**.

**Both broker signatures are required on the Listing Transfer form.*

3) If you are terminating your membership with Bay East, please complete the **Transfer/Termination Form**. Check the **Notice of Termination** box at the top, complete all of the information.

**Broker signature is required.*

Questions: Please call us at 925-730-4060

Fax (925) 730-4065 -OR- Email memberservices@bayeast.org

☐ Notice of Transfer ☐ Reinstatement ☐ Notice of Termination

Reason for Leaving: ☐ Leaving business ☐ Transferring to another AOR / MLS _____ ☐ Other _____

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: _____

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. _____

If your DRE license appears with the new broker on DRE website, the previous broker signature is not required.

Member's Signature

Date

Previous Broker's Signature

Date

New Broker's Signature

Date

PLEASE RETURN FORM TO MEMBERSERVICES@BAYEAST.ORG

Helping our members succeed as Real Estate Professionals

LISTING TRANSFER FORM* Required

Processing time 1 to 2 business day

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 _____

Helping our members succeed as Real Estate Professionals