

## 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) 730-0237 -OR- Email [memberservices@bayeast.org](mailto:memberservices@bayeast.org)



**Notice of Transfer**    **Reinstatement**    **Notice of Termination**

**Reason for Leaving Bay East:**    Leaving business    Transferring to another Association / 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



# 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*