



THE GREATER BATON ROUGE  
ASSOCIATION OF REALTORS®



## MEMBER TRANSFER / CHECKOUT FORM

YOU MUST HAVE ALREADY TRANSFERRED OR INACTIVATED YOUR LICENSE AT THE LREC

Agent ID: \_\_\_\_\_ Date \_\_\_\_\_

Member Name \_\_\_\_\_

### TRANSFER

FROM: Office Name \_\_\_\_\_ Office ID \_\_\_\_\_

TO: NEW Office Name \_\_\_\_\_ Office ID \_\_\_\_\_

If you are taking any ACT, CNT or PND MLS listings with you, please record each MLS number below or attach to a separate sheet. Your former broker (MLS Participant) MUST SIGN THIS FORM authorizing the release and transfer of these listings to your new broker. **If you are currently listed on one of the following listings as a co-list agent, and wish to take the listings with you, your former broker should reassign the listings to you as the listing agent PRIOR TO SUBMITTING THIS TRANSFER, otherwise the listings will REMAIN with your former broker and you will remain a co-listing agent with your former broker.**

\_\_\_\_\_  
\_\_\_\_\_

As the MLS Participant currently holding these listings, I authorize the release and transfer of these listings in the MLS to the above members' new company.

**MLS**

\_\_\_\_\_  
Signature of Broker (MLS Participant) REQUIRED!

### CHECK OUT

\_\_\_\_\_ Inactive (Returned License to LREC) \_\_\_\_\_ Transferred (to a Non-Member Broker)

**ACCOUNTING**

**MEMBERSHIP**

Member Owes (Board/MLS/CID/LACBD) Amount: \_\_\_\_\_

Refund Due (Board/CID/LACDB) \$ \_\_\_\_\_ MLS Fees \$ \_\_\_\_\_ MLS Deposit \$ \_\_\_\_\_

Mail refund to: \_\_\_\_\_  
Address City/State Zip

Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card Type \_\_\_\_\_ Number \_\_\_\_\_ Exp \_\_\_\_\_

**SUPRA** – (Key service will not work if you are going inactive or transferring to a non-member office).

\_\_\_\_\_ I have an eKEY on my Phone and I need to cancel billing.

\_\_\_\_\_ I have a leased ActiveKey (**KEY MUST BE RETURNED AT CHECKOUT**).

**MEMBER SIGNATURE:** \_\_\_\_\_

Greater Baton Rouge Association of REALTORS®

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