



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



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

Processing time 1 to 2 business day

*** Required**

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