

**The procedure for an Agent to transfer offices is as follows:**

1. The Agent transfers his or her license at ADRE.
2. The Agent completes the CABR Office Transfer Form (see reverse) and returns it to CABR with a copy of their new license and the **\$25.00 Transfer Fee**.
3. CABR will transfer the Agent in FlexMLS and NRDS on the effective date of transfer.
4. The Agent submits an Authorization to Transfer Listing form, for each listing, to CABR prior to the transfer of the listing to the new Broker. **Please note this form is to be signed by all parties: Seller(s), Agent, and BOTH the original and new Brokers.**

Note: Until CABR receives the transfer authorizations, listings will be retained under the original Broker and access to maintenance of these listings will only be available to the original Broker or CABR.

5. Supra lockboxes may be removed from transferred listings, returned to the original Broker, and replaced with new lockboxes assigned to the new Broker.

Alternatively, agents may reassign lockboxes on transferred listings to the new Broker by providing, to CABR, a list of serial numbers of the lockboxes to be reassigned.

The replacement or reassignment of lockboxes must be done after the listing transfer has been completed.