ECAR Agent Broker Office to Broker Office Transfer Packet

Please fill this packet if you are transferring to a different Broker's office. Please pay attention to which forms need your former **Designated Broker's** signature and those that need your **new Designated Broker's** signature. Once all steps and form have been completed please submit to Pearlie@ecaor.com & Kimberly@ecaor.com

Packet Contents:

- Brief Overview
- Checklist for Transfer
- FAQ Sheet
- MLS Subscriber Agreement
- MLS Listing Transfer Request

Brief Overview:

To Transfer an agent between offices:

- Step 1 – Your new Broker will need to add your Real Estate License to their company online with the Department of Business and Professional Regulation. Once added the DBPR will email your Broker a confirmation. Please submit a copy of this confirmation with your completed packet.
- Step 2 – Complete the attached MLS subscriber agreement and have it signed by the Broker of record of the new office. Please Note: The office address must be completed. If it is incomplete it cannot be processed.
- Step 3 – MLS Listing Transfer Request Form if you would like to transfer listings to your new office. The listing transfer form must be signed by your former Designated Broker of the Office the listings are **currently** listed under.

Checklist for Transfer:

- [ ] License transferred to new broker office through DBPR
- [ ] Copy of DBPR confirmation of License Transfer submitted with Transfer Packet
- [ ] New MLS subscriber Agreement signed by **NEW Designated Broker**
- [ ] MLS Listing Transfer Request (optional) signed by **FORMER Designated Broker**

FAQs:

If I transfer offices will my Sales transfer with me?

No. Only Active and Pending listings are transferred with the Listing Transfer Form. Closed listings, expired, and withdrawn listings will not be transferred.

How do I transfer my listings to my new company?

Listings do not transfer automatically to your new office. If you would like to have listings transferred please complete the Listing Transfer form attached to this packet. Make sure to have it signed by your former Designated Broker of the Listing office.

Will the Listings that I am the selling agent on transfer?

No. If the selling office on a Pending listing needs to be changed as a result of your move you must contact the Listing office and ask them to update the listing.

How long will it take for me to be transferred?

Once the ID has been transferred through DBPR and ECAR has received your completed packet it may take up to 2 business days for your ID to be transferred. PLEASE NOTE: Before Activating any new listings verify the office that you are in. Failure to do so may cause new listings to show up under your old office and complicate the transfer process.

Will my eKey transfer? Do I have to get a new Supra key?

Yes, your ekey will transfer with you. No need to do anything.

Can my assistant transfer with me?

Yes, if you have an assistant that is moving with you to the new office we would just need a new Admin assistant application signed by your new Designated Broker. We can transfer your assistant without charge. Please note on the application that it is a transfer.

How do I change my contact information?

Your office information will update automatically, but you can change your email address, website, and photo by logging into Flex and going to Preferences > My Profile. Make sure to update your member services portal as well by going to Products > Pay Dues and Fees.

Isn't my office supposed to pay my MLS fees?

This is up to you and your office. Please check to make sure that you are up to date on your fees and that anything you expect to be paid has been paid. Otherwise please contact your office.

MLS Access at ECAR
Information Overview

- Qualifying Broker, General/Certified Appraiser (unless the appraiser is certified and DBPR shows their license is with a certified appraiser who applies to participate, then they would be referred to as a Subscriber) is hereby referred to as the Participant Licensee is hereby referred to as the Subscriber.
- The Qualifying Broker must have a current/active Florida Broker's License in order to participate in ECMLS. A Florida real estate agent licensee (Subscriber) cannot access ECMLS unless their Qualifying Broker is an MLS Participant.
- If a Qualifying Broker is an MLS Participant, then the Qualifying Broker will be billed monthly MLS fees for every licensee licensed with him/her regardless of whether or not the licensees use or want to access the MLS. The Qualifying Broker is required to report every licensee to ECAR.
- Certified General or Certified Residential Appraisers must be a member of ECAR in order to receive full MLS services. Core services only provide you with access to active listings. If the Certified General or Certified Residential Appraiser is an MLS Participant they will be billed monthly MLS fees for every Certified General or Certified Residential Appraiser if DBPR shows the same license location as the MLS Participant. The Certified General or Certified Residential Appraiser is required to report all appraisers that are licensed at his/her location to ECAR.
- MLS training classes are not required, but strongly encouraged. For a schedule of class dates and times, go to: www.EmeraldCoastRealtors.com/calendar/
- MLS Rules are available at: www.ecmls.com/bylaws-and-policies/
- Applications for MLS Participation Only are available at: www.ecmls.com. Applications may be emailed and deposits/fees/dues may be paid by credit card over the phone or mailed with a check *(make checks payable to ECAR),* or hand delivered. Applications will not be processed until all documentation plus deposits/fees/dues required are received. Once your application is processed, you will receive your MLS User ID and Password via e-mail only.

MLS Subscriber Agreement

THIS AGREEMENT is made and entered into this _____day of _____,20____ , by and between the Emerald Coast Association of Realtors® (hereinafter referred to as "The Association"), and the undersigned, a licensed real estate broker or agent; or a licensed, certified or registered appraiser who is a member in good standing of an Association or Board of Realtors®; (hereinafter referred to as "The Subscriber").

WHEREAS, The Association operates a Multiple Listing Service ("MLS") for the use of authorized Participants and Subscribers, and,

WHEREAS, The Subscriber wishes to utilize such services through a principal broker in a licensed real estate or appraisal company (hereinafter referred to as "The Participant").

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

The Subscriber agrees to abide by The Association's Multiple Listing Service Rules, as they may be amended from time to time, including the fines and penalties for infractions of these rules.

1. The Association agrees to maintain Multiple Listing Service Rules in accordance with National Association of Realtors® ("NAR") Handbook on Multiple Listing Policy and have these rules reviewed by NAR on a periodic basis as required by NAR policy.
2. The Subscriber agrees to prohibit access to the MLS by those not authorized to use the MLS, and agree to keep any security features, including but not limited to passwords, confidential.
3. The Subscriber agrees to maintain any listing information he or she may provide to the MLS in a complete, accurate, and timely manner.
4. The Subscriber acknowledges that any copyright and ownership interest in property images taken by photographers through agreement with The Association shall belong to The Association.
5. The Subscriber agrees not to sell MLS data nor to recompile MLS data, derive products or analyses from the MLS Data, nor distribute in written, printed or electronic form, proprietary or copyrighted information of The Association other than his or her Participant's own data, to any person, firm, corporation or entity, whether or not for compensation, without the express written consent of The Association and the property owner whose information is so disseminated, except for appraisal or comparative market analysis ("CMA") purposes or the marketing of properties or prospective purchasers or tenants.
6. The Subscriber acknowledges understanding that his or her Participant is fully responsible for The Subscriber in matters pertaining to the MLS.
7. The Subscriber acknowledges understanding that The Participant is fully responsible for any other persons contracted or employed by The Participant or The Subscriber, including but not limited to office assistants and clerical staff, and acknowledges that these persons do not have any independent rights within the MLS and may not take independent actions or make independent requests of The Association.

Subscriber Name (Agent): _____

Subscriber (Agent) E-mail Address:_____

Participant Name ("NEW Designated Broker"): _____

Office Name: _____

Office Address: _____

Office Phone: _____

IN WITNESS THEREOF, the parties hereto have executed this Subscriber Agreement as of the date first written above.

_____ _____

Subscriber ("Agent") Signature Date

By signing below, I acknowledge that I am The Participant of the office named (as defined above) that this Subscriber has my permission to use and meets the requirements for using the MLS.

_____ _____

Participant ("NEW Designated Broker") Signature Date

Listing Transfer Form

MLS Number	Address	Status of Listing

Former Designated Broker Signature **Date**