



Listings Transfer Request Form

To transfer MLS listings* simply fill out and submit the Listings Transfer Request Form to the MLS Department of MetroTex by fax to 214-637-2060 or email to mls@dfwrealtors.com.

*Transfer of listings is done as a courtesy and must be approved by both the releasing Participant/Broker and the Receiving Participant/Broker. Transfer of the MLS data does not imply transfer of contractual obligations. It is suggested that new listing agreements be obtained under the new brokerage firm or consult with your own legal counsel.

**FROM: Releasing Participant (Designated REALTOR® of FIRM)
Transfer Agent Listings/ Office Listings from**

Listing Office Code/ Office Name _____

Listing Agent License Number/ Agent Name _____

- Agent will remain a member with this firm.
- Agent is transferring membership with this firm to receiving firm below (transfer will not occur until a **Status Report** signed by the Receiving Participant listed below is submitted).
- Agent will inactivate membership. Attach a **Status Report** signed by the Releasing Participant.

By signing below all listings of an Active status of above listed subscriber will be transferred. To transfer individual listings or listings of another status please include ML numbers below or on separate attachment:

_____ Date ____ / ____ / ____
Releasing Participant Signature/ Authorized Signature

**TO: Receiving Participant (Designated REALTOR® of FIRM)
Transfer Agent Listings/Office Listings to**

New Office Code/ Office Name _____

New Agent License Number/ Agent Name _____

_____ Date ____ / ____ / ____
Receiving Participant Signature/ Authorized Signature

FAX TO or EMAIL to:
MLS Department
Email: mls@dfwrealtors.com
Fax number 214-637-2060
Attention: Thann Harvey

For GMMLS Staff Use Only:
Firm # _____
Date: _____ By: _____