



Sales Agent or Associate Broker Office Transfer Guide Listing Transfer Guide

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Agent Office Transfer & Listing Transfer FAQ's

- Q. I recently transferred to a new office. Why is my old office still showing up on MLS?**
A. Changes to your office information are only updated once a Notification of Transfer form has been received.
- Q. Is the Arizona Department of Real Estate (ADRE) confirmation that transfer has been activated enough documentation?**
A. Per the Tucson Association of REALTORS® Bylaws, the Designated REALTOR® is required to notify the Association in writing of a change of the Member's status under which Membership is held in the Association, a transfer of license from one firm to another, changes in the Member's business and/or residence address, and all contact information, such as telephone numbers, facsimile number, email addresses, etc.
- Q. Can I submit the Notification of Transfer form while I am still inactive on the Arizona Department of Real Estate (ADRE)?**
A. Member Services will not hold requests for future processing. Please submit once ADRE has been activated.
- Q. Who is responsible to submit the Notification of Transfer form?**
A. You or your broker may submit the form if it is signed by the broker first.
- Q. How will I know once the office has been changed?**
A. You will receive a confirmation email from Member Services with a friendly reminder to double check your profile on www.mlssazgateway.com.
- Q. How long do I have to notify the MLSSAZ that I have moved to a new office?**
A. No later than ten (10) days after the effective date of said change.
- Q. How do I transfer my listings?**
A. Complete Listing Transfer Form (<https://files.flexmls.com/tar/20170919154052190100000000.pdf>).
- Q. Where do I email my complete listing transfer form?**
A. Completed forms should be emailed to info@mlssaz.com.
- Q. Where do I find the Listing Transfer Form?**
A. Log into Flex
Click Menu
Click MLS Intranet
MLSSAZ Forms
- Q. What happens to my listings if ADRE hasn't activated my new office yet?**
A. Your MLS Listings will not be changed or accessible until the Notification of Transfer form and Listing Transfer Form have been processed.

Agent Transfer Policy

TAR BYLAWS:

<https://www.tucsonrealtors.org/wp-content/uploads/PDFs/tar-bylaws.pdf>

Article V – APPLICATION, QUALIFICATION AND ELECTION TO MEMBERSHIP

Section 5. Status Changes

The Association Members shall notify the Association of any changes in the Members' business and/or residence addresses or any contact information such as telephone numbers, facsimile number, email addresses, etc., not later than ten (10) days after the effective date of said change. The Designated REALTOR® is required to notify the Association in writing of a change of the Member's status under which Membership is held in the Association, a transfer of license from one firm to another, changes in the Member's business and/or residence address, and all contact information, such as telephone numbers, facsimile number, email addresses, etc., not later than ten (10) days after the effective date of said change. Such information shall remain confidential information, except as to REALTOR® Members of the Association.

ARTICLE VI – RIGHTS AND DUTIES OF MEMBERSHIP IN ASSOCIATION

Section 10. Conditions of Reapplication Paragraph 2

A reapplication for Membership in the Association will not be processed until such Member pays in full any outstanding monies owed by the Applicant including annual simple interest at the legal rate of interest for the State of Arizona. No refund of any annual dues or assessments will be made upon termination.

Definition: A transfer of license from one firm/office address to another

Time Limit to notify ADRE and Primary Association: 10 days

Processing Time: An office transfer request will be processed in the order received

Optional Fields: Preferred Email and Preferred Phone/Fax may remain blank if there is no change being made to the originating information with your Association.

MLSSAZ Listing Transfer Policy

MLSSAZ RULES AND REGULATIONS:

<https://www.tucsonrealtors.org/wp-content/uploads/mlssaz-rules-and-regulations.pdf>

Section 1.1–Forms

The MLS reserves the right to request any and all documentation pertaining to the listings filed with the MLS. Any documentation requested by the MLS shall be submitted within five business days upon request by the MLS. Any “Listing Agreement” may be accepted by the MLS; however, with advice of its Legal Counsel:

- a) Reserves the right to refuse to accept any Listing Agreement which fails to adequately protect either the interest of the Public or the Participants;
- b) Shall refuse to accept any Listing Agreement which establishes, directly or indirectly, any contractual relationship between the MLS and the Client or Customer;
- c) Shall refuse to accept any Listing Agreement which does not include the Seller’s authorization to submit the agreement to the MLS.

Section 1.3–Listings Subject to Rules and Regulations of the MLS

All listings taken on a Listing Agreement to be filed with the MLS are subject to these Rules and Regulations of the MLS upon signature of the seller(s). (R)

Section 1.25–Deletion of Listing and Listing History

MLSSAZ staff will not delete or erase a listing and its history from the MLS system under any circumstance other than the removal of an accidental duplication or a listing that did not receive proper authorization for input in the MLS. The request for deletion under these circumstances must be received on a properly executed status report form with the signature of the listing broker.

Section 1.17-Listings of Resigned Participants

When a Participant resigns from the MLS; all listings will be withdrawn from the MLS as per the MLS Participation Agreement.

Definition:

Inside Company Transfer

Transferring listing within same company, but different branch

Outside Company Transfer

The Releasing Company is releasing the Listing Agreement and the associated listing to the New Company. If the Releasing Company or New Company do not agree to the transfer of the Listing Agreement, then the associated MLS listing must be canceled and re-entered with a new Listing Agreement at the New Company.

Time Limit to notify MLSSAZ: 5 days

Processing Time: Listing Transfer request will be processed in the order received

Optional Fields: Co-listing Agent information will not be applicable if there is only one selling agent

How to Transfer a Sales Agent (SA) or Associate Broker to a New Firm or New Office Address



Home [Licensees](#)

Licensees

Licensees

I want to...

- Start License
- Renew License
- Transfer License**
- View Continuing Education Courses
- View Out-of-State License Recognition Information
- View the Fee Schedule
- Find Real Estate Licensee
- Find Entities
- View Disciplinary Actions
- View FAQs
- Download Forms

- Agent updates Arizona Department of Real Estate (ADRE) to new firm or office address
 - Salesperson/associate broker request to be hired on ADRE (licensees should be sure the broker knows the request was submitted so the broker logs onto Online Services and approves the hire before the licensee starts to work for the broker!). Please contact <https://azre.gov/contact> for assistance
- Office accepts new agent on ADRE



Arizona Department Of Real Estate
Real Estate Licensing

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Services

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- [Help](#)
- [Survey](#)
- [ADRE Home page](#)

Real Estate Licensing Login

Welcome to the Arizona Department of Real Estate's (ADRE or Department) on-line licensing system where you can:

As a Licensee...

- Renew your individual license
- Change your personal information
- **Request to be hired to a new broker**
- Sever from your current broker
- Enter continuing education
- Submit legal presence requirements
- Print your license

As a Designated Broker...

- Renew your entity license
- Sever and transfer your employees
- Approve hire and renewal requests
- Print employee and entity licenses
- View employee legal presence and continuing education status
- Change entity information
- Change branch managers

To log in, you will need to know your license number that is available from the Department's [Public Database](#).

Login for the first time, [Click Here](#); or password reset, [Click Here](#)

Real Estate License Number:

Example: SA123456789

Password:

Login

- Office/Agent emails Notification of Transfer Form to frontdesk@tucsonrealtors.org for processing*
- Notification of Transfer form will be reviewed by Member Services Specialists and contact agent for any follow-up needs (i.e. payment, incorrect office information, status on ADRE, etc),
*Standard Processing can take up to 16 business hours/2 business days and will be processed in the order received.



Notification of Transfer Form

To secure an orderly transfer, please send this form signed by your broker to the Tucson Association of REALTORS®. For additional questions call 520-327-4218. *Please allow 2 business days for processing time.

Notice of office Transfer:

When a licensee transfers from one office to another, it shall be the duty and responsibility of both severing Designated Broker, and the hiring Designated Broker to notify the Association using the appropriate form provided by the Association.

Mail: Tucson Association of REALTORS®
2445 N. Tucson Blvd
Tucson, AZ 85716
Please email to frontdesk@tucsonrealtors.org

Agent #: _____

Agent Name: _____

Preferred Email: _____

Preferred Phone and/or Fax #: _____

Office Name: _____

MLS Office #/ID: _____

Office Address: _____

Broker
Print Name: _____

Signature: _____

Date: _____

Agent # - tar.##### (may also put SA# or NRDS ID)

Agent Name –should match name on license/ADRE

Preferred Email –may have changed domain name to match new office

Preferred Phone and/or Fax#: if different than agent’s preference with Primary Association

Office Name –should match name on ADRE

MLS Office #/ID – office tar.##### or Office License # on ADRE (not the broker tar.#####)

Office Address - should match the business address on ADRE

Broker Information

Print Name

Signature –digital signature is ok with dated electronic information

Date (may be part of electronic signature)

**Standard Processing can take up to 16 business hours/2 business days and will be processed in the order received.*

Notification of Transfer form can be found at www.tucsonrealtors.org, FORMS & DOCUMENTS
<https://www.tucsonrealtors.org/wp-content/uploads/2020/09/notification-of-transfer-form.pdf>

Definition:

Inside Company Transfer

Transferring listing within same company, but different branch

Outside Company Transfer

The Releasing Company is releasing the Listing Agreement and the associated listing to the New Company. If the Releasing Company or New Company do not agree to the transfer of the Listing Agreement, then the associated MLS listing must be canceled and re-entered with a new Listing Agreement at the New Company.

- Office/Agent emails Listing Transfer Form to info@mlssaz.com for processing*
- Listing Transfer form will be reviewed by MLS Support Team and contact agent for any follow-up needs
*Standard Processing can take up to 16 business hours/2 business days and will be processed in the order received.



Listing Transfer Form

Property Information	
MLS#: _____	Address: _____
This form constitutes an amendment to both the Listing Data Input Form (Property Profile Sheet) and the Listing Agreement.	
Inside Company Transfer	
Current Listing Agent ID: _____	Name: _____
New Listing Agent ID: _____	Name: _____
Current Co-Listing Agent ID: _____	Name: _____
New Co-Listing Agent ID: _____	Name: _____
Broker/Office Manager Signature: _____	Date: _____
Broker/Office Manager Name (Please Print): _____	
Outside Company Transfer	
The Releasing Company is releasing the Listing Agreement and the associated listing to the New Company. If the Releasing Company or New Company do not agree to the transfer of the Listing Agreement, then the associated MLS listing must be canceled and re-entered with a new Listing Agreement at the New Company.	
Releasing Company	
Company ID: _____	Name: _____
Agent ID: _____	Name: _____
Broker/Office Manager Signature: _____	Date: _____
Broker/Office Manager Name (Please Print): _____	
New Company	
Company ID: _____	Name: _____
Listing Agent ID: _____	Name: _____
Co-Listing Agent ID: _____	Name: _____
Broker/Office Manager Signature: _____	Date: _____
Broker/Office Manager Name (Please Print): _____	
Seller: _____	Date: _____
Seller: _____	Date: _____

MLS# - listing ID#

Address – listing address

Inside Company Transfer

Transferring listing within same company, but different branch

All Fields Required

No Seller Signature Required

Outside Company Transfer

All Fields Required

Signature –digital signature is ok with dated electronic information

Date (may be part of electronic signature)

Broker Signature and Seller Signature both required

Please submit this form, complete with signatures to info@mlssaz.com. Incomplete forms will be returned. Updated 06/2017

MLSSAZ Staff Only Transfer completed by: _____	on: _____
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Listing Transfer form can be found on www.mlssazgateway.com, MENU, MLS INTRANET, MLSSAZ FORMS

<https://files.flexmls.com/tar/20170919154052190100000000.pdf>