



Southwest Virginia Association of Realtors®

128 Reedy Creek Road
Abingdon, VA 24210
Office (276) 623-1252
Fax (276) 623-2440
www.swvar.com

TRANSFER/CHANGE FORM

Revised 6/2022

Effective Date of Transfer: _____

Agent Name: _____ License # _____ NRDS/M1 # _____

Update/Change Agent Information

Agent Home Phone: _____ Mobile Phone: _____

Agent Home Address: _____

Agent Mailing Address (if different from above) _____

Agent Email Address: _____


License Transfer

Name of Firm Agent is transferring *from*: _____

Name of Firm Agent is transferring *to*: _____

Address of New Firm: _____

Office Phone: _____ Fax: _____ Website: _____

 **Agent Signature:** _____

The broker of the agent's new firm must be a participant in the MLS and/or Keypad Program in order for agent to continue these services. Broker must sign below acknowledging the transferring agent's participation in these services under the new firm.

THE FOLLOWING FOR NEW OFFICE BROKER TO COMPLETE:

I, _____, am a participant in the SWVAR MLS Service and Keypad Program (if applicable) and acknowledge that I will be responsible for the above referenced agent in these activities.

 **Broker Signature:** _____

Please complete this form and forward along with the required \$25 fee to the SW VA Association of Realtors office within five (5) days of an agent's transfer. Thank you