

# Transfer Guide Checklist

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## ✓ If you're transferring from another REALTOR Association:

- Complete online new member application
- Bring letter in good standing from previous Association
- Fax a copy of 45 sponsor card from broker or bring in a copy.
- If you wish to transfer MLS information in MLSNI you must fax a permission letter for release of all active/non-active listings
- To lease a new supra, bring in supra release form from the other Association

## ✓ If you're transferring within NSBAR:

- Fax a copy of 45 sponsor card from broker or bring in a copy.
- Fax a copy of your signed-off license from your previous broker
- If you wish to transfer MLS information from your previous office, we need a release of those listings in writing from your previous broker.

## ✓ Miscellaneous:

- You will have access to MLSNI the next day, with a new assigned agent ID from this board (or the same number if you're transferring within NSBAR)
- If you did NOT complete an orientation class at your previous Association, you are welcome to attend the class at NSBAR, held the first Wednesday of every month. This will meet your Code of Ethics requirement.
- If you have a lockbox(es) on listings that you've brought with you, once those listings close you must bring the lockboxes in to the NSBAR office to register them in our Supra database.
- Do you have a new email address? Cell phone? Home Address?
- Do you have listings that need to be transferred? If yes, do you have permission in writing from your broker? We need it faxed to us at 847-480-7362.
- Do you have clients in MLSNI that need to be transferred?
- A copy of your real estate license.
- A letter of good standing from your primary REALTOR® Association.
- Would you like to enroll Auto Pay?

## ✓ Preferences:

- Preferred mailing address: \_ Office **or** \_ Home
- Preferred Fax number: \_ Office **or** \_ Home
- Preferred Communications Media: \_ E-mail **or** \_ Fax **or** \_ Mail **or** \_ Cell
- Preferred Billing method: \_ Email **or** \_ Snail Mail

## ✓ Please note policy from other Associations:

- Chicago Association - MLS Fees: Semi annual MLS fees are refundable for months not used. A \$25 cancellation fee will apply. (Note: Agents transferring to other associations, between billing cycles, need to take this cost into consideration prior to their change in office affiliation.)
- REALTOR® Association of NorthWest Chicagoland – Same as above. Bill quarterly (the majority of users), semi-annually and annually. Refund, upon request, the unused months within that billing cycle.