



For SVAR Members Use Only  
TRANSFER / TERMINATION FORM

**OFFICE INFORMATION**

<i>Company Name</i>	<i>MLS Office ID</i>
<i>Address</i>	<i>Phone</i>
<i>City State Zip</i>	<i>Fax</i>
<i>Designated REALTOR® (Broker) Name</i>	
<i>Designated REALTOR® (Broker) Signature</i>	<i>Date</i>

MLS Service: (Circle) Residential MLS \_\_\_ CIE \_\_\_ Both \_\_\_ Other \_\_\_

**TRANSFERRING AGENT JOINING COMPANY**

<i>Name</i>	<i>License #</i>
<i>Home Address</i>	<i>Phone (to appear in MLS)</i>
<i>City State Zip</i>	
<i>Email address (required)</i>	

**\*\*Members transferring to a new firm are required to pay all outstanding CVRMLS charges at the time of transfer. Fees may be paid by check, cash or credit card. We accept Visa, MasterCard and American Express. Checks should be made payable to CVRMLS. Transfer Fees: CVRMLS \$50**

**TERMINATION - AGENT LEAVING COMPANY**

<i>Name</i>	<i>License #</i>
<b><i>NOTE** Supra ActiveKey (including cords) must be returned to CVRMLS within 14 days of termination.</i></b>	

**\*\* All outstanding dues and fees for terminated agents will be transferred to the Designated REALTORS® office account.**

I authorize the payment of all of my outstanding charges owed to CVRMLS and the transfer fee(s) required to process this transfer request.

\_\_\_ VISA \_\_\_ MC \_\_\_ AMEX  
Card # \_\_\_\_\_ EXP \_\_\_\_\_

Name as it appears on card \_\_\_\_\_  
Card Verification Number \_\_\_\_\_ (Most cards have a number printed on the signature strip on the back. The card verification number is the last three digits of it. However with American Express, the number is on the front.)

**FOR STAFF USE:** Processed by \_\_\_\_\_ Date \_\_\_\_\_ Total \$ Due \_\_\_\_\_

Check \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card (See Above)  
Suprakey status updated and unassigned in Supra by \_\_\_\_\_ (Staff)