

How to transfer active listings between two companies:

In order to transfer active listings between two companies, we need to receive **both** of the following:

1. A reassignment form/letter created by the original broker to reassign listing(s) to the new company. This document, which must be signed by the seller, listing agent and ***both*** Brokers, will carry out the terms of the current listing agreement. The reassignment form/letter must be uploaded to the listing as a private contract.
2. A new listing agreement will need to be obtained. It must be fully executed under the new company and must be uploaded to the listing as a private contract.

If the current company has already completed a listing termination, the listing(s) will need to be canceled in the MLS under the current office and re-entered as New under the new office (the new listing agreement must be uploaded as a private document). In these instances, we can assist with cloning the listing(s) for the agent.