



www.psar.org

South
880 Canarios Court, Suite 100
Chula Vista, CA 91910
Ofc: 619-421-7811
East
1150 Broadway
El Cajon, CA 92021
Ofc: 619-579-0333
Central
4340 Genesee Ave. #203
San Diego, CA 92117

CRMLS ACCESS
or
TRANSFER
FORM

(Check all that apply)

- REALTOR® MEMBERSHIP TRANSFER
*For REALTORS® transferring to PSAR & CRMLS while continuing to use Paragon.
CRMLS Only
*To subscribe to CRMLS data and tools on the Paragon Platform
CRMLS MATRIX ACCESS
*To access to CRMLS data and tools on the Matrix platform.

Agent Name: Agent MLS #

DRE License #: Exp. Date: Birth Date:

Home or Preferred Mailing Address
Include address on Roster? Yes: No: NRDS #

City: State: Zip: Email Address:

Office Name: Broker Name:

Office Mailing Address:

City: State: Zip:

Sentrilock Smartcard Serial #: PIN Code/Password:

Autopay Dues and Fees - (check all that apply):

- I would like to transfer my Primary REALTOR® membership, MLS, and Sentrilock Services to PSAR. I will be canceling my SDMLS services.
2020 CRMLS Auto Debit: \$147.00/qtr. (Paragon or Matrix)
CRMLS Matrix - An additional CRMLS Matrix account costing an additional \$6/on monthly Auto Debit only.
Bill \$108.00/yr. for Sentrilock Auto Debit.

*For other billing options please contact us at 619-421-7811 or 619-579-0333 or email support@psar.org.

Credit Card Payment: Information: VISA: MasterCard: American Express: Discover:

Name on Card:

Credit Card # Exp. Date: Security Code:

Billing Address: City: State: Zip:

By completing the information above, you authorize the Pacific Southwest Association of REALTORS® to charge dues and fees automatically to your credit card. This agreement will remain in force until PSAR confirms receipt of a written or email cancellation. Auto-debits will begin on the first posting date following receipt of this authorization form. Quarterly and monthly payments posting dates are the last business day of the month or quarter and for annual payments the posting date is the last business day of the year. CRMLS free trials that are not cancelled by Dec. 26th will be billed on Dec. 28 for First Quarter of 2019 CRMLS Access.

General Terms and Conditions of Membership: I agree to abide by the constitution, bylaws, policies and rules of the Pacific Southwest Association of REALTORS®, California Regional MLS, California Association of REALTORS®, and National Association of REALTORS®, all as may be amended.

Agent Signature:** Date:

Broker of Record Signature:**

** (Signature is needed only if the broker is not a member of PSAR. In this case, the form must be printed and faxed back to us with the broker's signature.)



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Provide the MLS listing numbers that you plan to transfer to CRMLS.
If you are changing brokers, you must have your previous broker sign off on the transferred listings.

MLS#

MLS#

MLS#

MLS#

MLS#

MLS#

(For additional listings please attach another sheet)

Previous Broker name:

Previous Broker authorized signature:

New Broker Name:

New Broker Signature:

New Office Name and Address:

Enter your Sentrilock lockbox Serial Numbers to be transferred.

#

(For additional lockboxes please attach another sheet)

Please initial inside the boxes below to confirm your understanding of each.

Transfer Contacts - You are aware that the contacts you are transferring will need to have their Client Connect Sites reset based on your new agent ID #.

CMA(S)—You are aware that your CMA(s) will be transferred from your old ID# to your new ID#.

Saved Searches – You are aware your Saved Searches will be transferred from your old ID# to your new ID#.

Listings from your current brokerage – You are aware Active, contingent, pending, and/or withdrawn listings are the only listings that can be transferred with existing Broker signature

You are aware due to a new MLS ID #, you will need to redo the following items in Paragon: Paragon Preferences, Agent Photo, Agent Signature, Saved Spreadsheets, Custom Reports, and Inventory Searches with your new MLS ID #.

What does not transfer in Paragon:

***Listing history** is not transferred from prior brokerages. Inventory searches will now be done using the CalDRE #. Steps to do an Inventory Search by CalDRE#:

1. Click on **Multi Class** – Remove all statuses and county(ies)
2. Click in Field: **List Agent DRE License #** and input the 8 digit license number, then click search
3. Repeat the above step using **Selling Agent DRE #** to see selling agent license transactions; this will give you your complete inventory regardless of office in the MLS.