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**REALTOR® or MLS
 EXPRESS
 TRANSFER FORM**

REALTOR® Membership Transfer (REALTORS® transferring to **PSAR** and **CRMLS**), or **CRMLS** access only, while continuing to use **Paragon**

Please check one:

- REALTOR® ASSOCIATION MEMBERSHIP TRANSFER TO PSAR, including dues, MLS access and Sentrilock service (I will be cancelling my current primary association membership—e.g., SDAR)
- CRMLS access only

Agent Name: _____ Agent MLS # _____

DRE License #: _____ Exp. Date: _____ Birth Date: _____

NRDS # _____ Phone # _____ Street address: _____

City: _____ State: _____ Zip: _____ Email Address: _____

Office Name: _____ Broker Name: _____

Office Mailing Address: _____

City: _____ State: _____ Zip: _____ Office Phone # _____

Auto pay Dues and Fees* – check preference(s):

- 2020 dues auto debit: PSAR, C.A.R. and NAR REALTOR® associations dues. Currently = \$474/yr
- 2020 CRMLS auto debit: \$147 / quarter
- 2020 Sentrilock service auto debit: \$108.00 / year
- Auto debit all future annual PSAR, C.A.R. and NAR REALTOR® association dues. Currently=\$474/yr, subject to change.

*For other billing options please contact us.

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. **Note:** Quarterly and monthly payments posting dates are the last business day of the month or quarter. For annual payments, the posting date is the last business day of the year.

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 emailed or faxed back to us with the broker's signature.)

Please provide the active MLS listing numbers that you want transferred to CRMLS.

NOTE: If you are changing brokers, your previous broker must sign off on any 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 Office Name** _____

New Broker Signature:

New Office Address:

Phone:

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 statement.

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, and third party software products with your new MLS ID #.

What does not transfer in Paragon:

***Listing history** is not transferred from prior brokerages. Inventory searches will be conducted using the CalDRE #.

Steps conduct an Inventory Search by CalDRE# are as follows:

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.