



South County Service Center
 880 Canarios Court, Suite 100
 Chula Vista, CA 91910
 Ofc: 619-421-7811; Fax: 619-421-0087

East County Service Center
 1150 Broadway
 El Cajon, CA 92021
 Ofc: 619-579-0333; Fax: 619-588-6510
www.psar.org

CRMLS ACCESS or TRANSFER FORM

(Check all that apply)

- REALTOR® MEMBERSHIP TRANSFER CRMLS Only CRMLS MATRIX ACCESS
 *For REALTORS® transferring to PSAR & CRMLS while continuing to use Paragon. *To subscribe to CRMLS data and tools on the **Paragon Platform** *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 today AT NO COST until 2019. I will be canceling my SDMLS services.
- I am an SDMLS user. I would like a **FREE** CRMLS Trial for the remainder of 2018.
- 2019 CRMLS Auto Debit: \$139.20/qtr. (Paragon or Matrix)
- CRMLS Matrix – An additional CRMLS Matrix account costing an additional \$6/on monthly Auto Debit only.
- Bill \$84.00/yr. for Sentrilock Auto Debit. Due December 31st 2018, for 2019 Sentrilock Service.

*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.