



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

EXPRESS TRANSFER FORM

For Agents transferring from another
REALTOR® Association to PSAR

AGENT INFORMATION

Agent Name: _____ Agent MLS # _____

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

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

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

Office Name: _____ Preferred Contact Phone # _____

Office Mailing Address: _____

City: _____ State: _____ Zip: _____

Sentrilock Smartcard Serial #: _____ PIN Code/Password: _____

MLS Dues, please choose one option:

\$147.00/qtr. e-Statement*

\$139.20/qtr. Auto Debit program

*Payment may be made on line by logging on to your member page at www.psar.org, or you may mail a check or money order to our office at PSAR, 880 Canarios Court, Ste. 100, Chula Vista, CA 91910 or PSAR 1150 Broadway, El Cajon, CA 92021. You may also come into our office to pay.

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 will authorize the Pacific Southwest Association of REALTORS® to deduct your MLS dues payment automatically from your credit card. **This agreement will remain in force until we receive a written cancellation from you.** Auto-debits will begin on the first posting date following receipt of this authorization form. Posting dates: March 31, June 30, September 30 and December 31.

General Terms and Conditions of Membership: I agree to abide by the bylaws, policies and rules of the Pacific Southwest Association of REALTORS®, the bylaws, policies and rules of the California Association of REALTORS®, the constitution, bylaws, policies and rules of the 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.)

See the reverse side of this for additional information regarding data, lock boxes and listing transfers.



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MLS LISTING AND SENTRILOCK LOCKBOX TRANSFER FORM

Please provide your MLS numbers that you plan to transfer to PSAR.
 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:

If you have Sentrilock lockboxes to be transferred, please fill in the spaces below with the serial numbers to be transferred.

#

(For additional lockboxes please attach another sheet)

Please initial inside the boxes below to confirm your understanding of the items below

Contacts – Client Connect links will need to be reset to your clients due to your new Agent ID#

CMA(S)

Saved Searches

Listings from your current brokerage*

What doesn't get transferred into the Multiple Listing Service:

- MLS preferences will need to be setup again including: re-load agent photo and signature
- Re-create any saved spreadsheets and custom reports

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

1. Click on **Multi Class** – Remove all statuses and county(ies)
2. Click in Field: **List Agent BRE License #** and input the 8 digit license number, then click search
3. Repeat the above step using **Selling Agent BRE #** to see selling agent license transactions

This will give you your complete inventory regardless of office in the MLS.