



Subscriber Transfer Checklist

Following is a list of items that you need to do to complete an Office Transfer process:

1. Submit the DBPR RE 10 or RE 12 Form to Department of Business and Professional Regulations
2. Submit the DBPR RE 10 or RE 12 Form and transfer fee to the Realtor Association that you are assigned to.
3. Submit your DBPR RE 10 or RE 12 Form, Subscriber Change Form and Subscriber Agreement to Regional MLS by faxing to [MongoFax](#).

**** Please note: it takes 1 business day AFTER the Realtor Association has assigned you to your new office for Regional MLS to complete your transfer. Once the new office affiliation is updated by the Association, then RMLS can process the subscribers update to reflect the new office change.**

4. Listings cannot be transferred until you are assigned to your new office with Regional MLS.

-OR-

You may elect to have listings transferred into your new broker's office once the transfer has been completed.

5. Should you require any Listings to be transferred, a Listing Release form authorized by both *previous* and *gaining* brokers, along with itemized list of all of the MLX Listing ID's that are authorized to be transferred by the previous broker to the new agents office should be faxed to Professional Services at [MongoFax](#).
6. Remember to update the Contact Information page in MLXchange as it holds outdated information and only the user can update. When logged into MLXchange, click on Settings button, drop down to Personalize, update contact information.