

How To Transfer A Listing

If the Listing is Transferring to You

- Complete: * MLS Addendum (change form)
** FMLS Termination of Listing Form
#110
*** RE/MAX Center Listing Package
Transferred listings will receive a new listing number.
* Located in Drawer "A"
** Located in Drawer "B"

Note: A listing transfer to RE/MAX Center is treated as a new listing. We need all the usual paperwork in addition to the MLS transfer form and FMLS Termination of Listing Form.

* You are the receiving agent make it your responsibility not the agent losing the listing to get the paperwork completed.

TRANSFERRING FROM YOU

TURN IN: * MLS Addendum (change form)

TURN ALL COMPLETED FORMS INTO THE NEW BUSINESS BOX LOCATED IN THE TECH AREA



Addendum to FMLS Exclusive Right to Sell Listing Contract #116

Fax completed form (404) 255-8602

OR

email to listingagreements@fmls.com

Today's date (mm/dd/yyyy)

Broker code

FMLS number

Property address

This addendum becomes part of the exclusive right to sell listing contract between:

Company name

Broker name

And (owner(s))

And said provisions shall supersede any provisions of like or contradictory intent within the original contract.

The following changes can only be entered by FMLS Staff.
An * indicates a required signature or information for processing.

A. Withdrawal of listing (\$25.00 will be billed to your office. **DO NOT send a check.**)

BY*

BY

Broker's signature only

Signature of owner

B. Other(Select One)

Release of listing to another FMLS company

Contract void

Foreclosure

3rd party transfer

Other(provide details here):

BY*

Broker's signature only

**All other changes should be made by the listing office.
Paperwork is not required for changes made by the listing office.**



Listing Change Sheet for All Properties

GENERAL INFORMATION SECTION

(REQUIRED FOR ALL CHANGES)

Date: _____

Company Name: _____

GAMLS#: _____

Broker Code: _____

Property Address: _____

Phone: _____

Fax: _____

This addendum becomes part of the Exclusive Right to Sell Listing Contract between (Company Name) _____, (Broker) _____ and (Owner(s)) _____ and said provisions shall supersede any provisions of like or contradictory intent within the original contract.

TRANSFER SECTION

Releasing Company

Company Name: _____

Broker Code: _____

Owner's Signature Required

Releasing Broker's Signature Required

New Company

Company Name: _____

Broker Code: _____

Agent ID: _____

Accepting Broker's Signature Required

Transfers will be processed **only** after all the proper paper work is received by GAMLS which includes the transfer request signed by the releasing broker and the new listing agreement signed by the owner(s) and the new listing broker. **If the transferred listing is to be re-entered as new, with a new listing number, then it must be withdrawn first (Complete the Withdraw Section below only). There is no fee associated with this transfer process. The company the listing is being transferred to must be included with the reason for withdrawal.**

WITHDRAW SECTION

This shall authorize Georgia MLS (GAMLS) to assign a withdrawn status to the above referenced listing for the following reason(s): _____

Owner's Signature Required

Owner's Signature Required

Further I herein certify this listing is totally withdrawn from the market and does not actively appear in any other listing service. The Broker must initial this line to confirm _____ (Initial). GAMLS will bill **\$25 withdraw fee** to Broker's account. **DO NOT** accompany this form with a payment. If this listing is being withdrawn to be reentered with a new GAMLS company, a copy of the new listing agreement must be attached to avoid the \$25 withdraw fee.

Releasing Broker's Signature Required

W/D - Withdrawn									
OMD ^R									
Off Market Date									

R denotes required field

Mail or Fax one copy to:

GAMLS, 1414 Montreal Road, Tucker, Georgia 30084

Phone: 770-493-9000

Fax: 770-938-5660

