



AUSTIN BOARD OF REALTORS®/ACTRIS/SUPRA

ASSISTANT TRANSFER FORM

Members submitting completed transfer request forms prior to 2:00p.m. will be transferred to the new office within 24 business hours. Transfer request forms submitted after 2:00p.m. will be considered the next business day.

Transferring Assistant's Name

User Name

Previous Designated REALTOR®

MLS Office ID

New Designated REALTOR®

MLS Office ID

New Designated REALTOR® Signature

FOR STAFF USE ONLY
_____ Processed By
_____ Date

TRANSFERRING ASSISTANT'S INFORMATION:

New Office Address

ASSISTANT PHONE NUMBER

EMAIL ADDRESS

ACCESS LEVEL NEEDED: _____
(i.e. RES, RES & LSE, Office Manager, Broker level)

LIST OF AGENTS THE ASSISTANT WILL BE WORKING FOR:
(Please list agent's name with their license number. If the assistant is the Office Manager, or has Broker level access, please make a note. If needed, can continue on the back of the paper for more room.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____