

Use this form to transfer an Associate with a REcolorado account to a new office.

Instructions

1. Verify that the Associate’s real estate license is active on the Colorado Division of Real Estate website or submit a stamped receipt from the Real Estate Commission confirming submission of paperwork.
2. Print this form and have the Participant sign it.
3. Email completed form to Userform@REcolorado.com or fax it to 303.850.9637.
4. If the associate will be transferring any active or under contract listings to the new office, please submit a Transfer Listings form.

Attention:

- If the associate’s account has an outstanding balance, he/she will be transferred in a suspended status (i.e. he/she will not be able to access the Matrix system)
- The \$25 transfer fee will be assessed to the Associate’s account.

Associate Information

▪ Agent ID	
▪ Realtor Association	
▪ First Name	▪ Last Name
▪ Email	
▪ Mailing Address	
▪ City, State, Zip	
▪ Direct Phone	▪ Mobile Phone

New Office Information

▪ New Office ID	▪ New Office Name
▪ Manage Listings (Broker Load) <input type="checkbox"/> YES <input type="checkbox"/> NO	

Note: This form requires the signature of the Participant in the new office that the Associate is transferring to.

For questions about this form, please contact Customer Care at 303.850.9613, option 1.

▪ New Participant Signature	▪ Date
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Instructions

1. If the listing(s) are transferring to another office, the signature of the Participant is required.
2. If the listing(s) are transferring between Associates in the same office, the signature of their Participant is required.
3. Sold and/or Expired status listings will not be transferred.

Please complete all information below. Failure to complete may delay processing or result in denial.

Listing(s) transferring from:

▪ Agent ID:	▪ Email:
▪ Name:	
▪ Office ID:	▪ Office Name:

Listing(s) transferring to:

▪ Agent ID:	▪ Email:
▪ Name:	
▪ Office ID:	▪ Office Name:

Listing Information

▪ Listing #:	▪ Address:	▪ Current Status:

Email completed form to Userform@REcolorado.com or fax to 303.850.9637

▪ Participant Signature:	▪ Date:
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