

Agent Is Transferring to New Office

What the <u>agent</u> needs to know/do	What the <u>former</u> office needs to know/do	What the <u>new</u> office needs to know/do
<p>The listings obtained while at the former office belong to the Designated REALTOR®. It is up to that DR whether to release the listings to the agent or retain them.</p> <p>If the release letter is received:</p> <ul style="list-style-type: none"> RSC staff will copy the listings using the current listing and expiration dates. Each copied listing will show as a new Incomplete listing under the agent's login. RSC staff will notify the agent when the listings are ready to complete. <ul style="list-style-type: none"> Complete all necessary fields. If you have a new listing agreement, change the listing and expiration dates before saving as an active listing. Save as Active Upload all photos and documents. <ul style="list-style-type: none"> Photos should be uploaded within seven days of saving the listing as Active. Otherwise, a mandatory primary photo will be ordered and the listing agent charged \$15. <p>After listings are completed and Active:</p> <ul style="list-style-type: none"> Print the Agent Inventory Report for A, A#, UC, TW and P listings to verify that all listings were copied. If using an Amend/Extend for new office, fax a copy of Amend/Extend to Sheila at 476-8167 to adjust the CDOM on new listing. 	<p>All A, A#, UC, TW or P listings must be Cancelled before the agent is transferred to the new office by the PPAR Membership Dept. Your access to those listings will no longer be available after agent is transferred.</p> <p>If the listings are to be released to the agent, RSC needs a letter on company letterhead signed by the DR (Designated REALTOR®) stating that the listings are released to the agent and indicate both the MLS number and address of each listing released.</p>	<p>The new office must notify the PPAR Membership Dept. in writing that the agent is now working at that office and the effective date.</p> <p>If the old office notifies the PPAR Membership Dept. that the agent is no longer at that office <u>before</u> the new office notifies the Membership Dept., the membership status of the agent will be changed to Inactive.</p>

NOTE: If the former office has not cancelled the PPMLS listings, the listings of the agent who is Inactive will not display any agent information but will display the office information. In place of agent information the listing will state "Contact Office". Listing is sent to public websites with only Office contact information.

Display of Listing Agent/Listing Office information on PPMLS Listings when Office and/or Agent are Inactive

There are times when an agent and/or office may become Inactive in the MLS – non-payment of fees, license status at State level, in-between companies, etc. When the status of an office or Agent is Inactive, the listings in PPMLS are affected as follows:

<u>For Active, Active/1st Right of Refusal, Under Contract, Pending and Temporarily Withdrawn Listings:</u>	
If Office and Agent are Active in PPMLS -	All contact information is displayed in PPMLS. Listing is sent to public websites with all contact information displayed.
If Office is Inactive and Agent is Active – in PPMLS	No contact information is displayed in PPMLS. Listing is <u>not</u> sent to public websites.
If Office is Active and Agent is Inactive in PPMLS or no longer at that office -	Office information is displayed in PPMLS. In place of agent information the listing will state "Contact Office". Listing is sent to public websites with only Office contact information.
If Office and Agent are Inactive in PPMLS	Contact information does not change and continues to display the information as it was at the time the listing status changed, but only for <u>Sold, Expired and Cancelled Listings</u>

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Allow three business days for processing.