



Instructions for Transferring from Another Board to EABOR

Agent Name: _____

License #: _____ NRDS #: _____

Phone #: _____ Email: _____

Agent Signature

Date

1. Set up main or branch office in DBPR (you will receive Main Office CQ# or Branch Office Number BO #).
2. Please advise if Qualifying Broker will be listing & selling both main and branch office.
3. Let EABOR know the following:
 - a. Main Brokerage Corporate Name and CQ # and NRDS # and MLS Office ID#;
 - b. New Branch BO# that DBPR assigned;
 - c. Main or branch office address, phone number, fax number;
 - d. List all agents that will be in the New Main or Branch Office (include agents' license #/email)
 - e. Listings that need to be transferred (must have EABOR MLS listing transfer form completed)
4. Once agents are moved in DBPR by Broker to main office, the Board requires, in writing, notification that the process has been completed.
5. Board will set up new Main or branch office in EABOR database and will send Qualifying Broker main office or branch office new NRDS and MLS ID# for office if office was never set up in National.
6. Broker will submit payment to Board for MLS new Main office or Branch office fee of \$_____.
7. It takes 24 to 48 hours for Office and Agents to show up under new Main office or Branch Office in the MLS.
8. Once agents are under the new office, the listings can be transferred (if form is completed and submitted to Board).

You must attach a copy of the DBPR Relationship Change Online Confirmation with this form.

Please email this completed form to info@eabor.net

If you have any questions, please contact us 941-474-6664.