



LOCKBOX TRANSFER – LISTING to LISTING

Date: _____ Box #: _____

Agent Name: _____ Office: _____

Contact Phone #: _____

Old MLS#: _____ Old Address: _____

New MLS#: _____ * New Address: _____

Expiration Date of New Listing: _____ Incomplete Listing? Y/N: _____

Agent Signature: _____

*I agree that if the lockbox above is being transferred to a designated "incomplete" listing, I acknowledge that the listing must be active in the MLS within 72 hours (excluding weekends and holidays) or the lockbox will need to be returned within that time frame. If the listing has not been made active within that time frame, or the lockbox returned, I understand that a fine will be incurred.

Lockboxes CANNOT be transferred between agents. If you transfer brokerage firms, your boxes **MUST BE REMOVED** and **RETURNED** to EABOR, otherwise showing information will continue to be sent to the agent the lockbox was originally assigned to.

Transfer Forms must be submitted to the Englewood Area Board of REALTORS® within 72 hours (except weekends or national holidays) of removal from prior listing.

Email completed form to frontdesk@eabor.net or FAX to 941.475.8070