BROKERAGE TRANSFER CHECKLIST

Please ensure you have the following documents for submission:

1. Transfer form completed and signed by Member & Broker ☐
2. MLS User agreement (signed by member & broker) ☐
3. Confirmation of Insurance – 5 Million CGL Liability ☐
4. Copy of RECA license showing Brokerage change ☐
5. MLS Listings: Cancelled ☐ Re-assigned ☐
6. Acknowledgement of TRANSFER FEE - $125.00 + GST ☐

CARA OFFICE USE ONLY:

Date Received: _____ by: _____

Member Name: _____

MLS USER ID: _____ MMSi # _____

INPUT: ☐ PILLAR 9 Confirm Input: ☐ SUPRA: ☐

Membership Book: ☐ Confirmation Letter: ☐ TEAMS? ☐

Invoice: _____

Notes: