

LOCKBOX TRANSFER FORM

TULARE COUNTY MLS (2424 E VALLEY OAKS, VISALIA CA 93292) TEL 559-627-1776 FAX 559-627-9441

By signing this form, Transferor agrees and gives permission to TCMLS to transfer listed lockboxes (registered in TCMLS inventory system) to Transferee. Parties understand it may take up to 3 business days from time of receipt to complete the request. Transferee will accept and assume all rights and obligations pursuant to the MLS Rules and Key Agreement. Lockboxes from inactive members or unregistered lockboxes are not eligible for transfer. Lockboxes must be present at TCAOR office to change the shackle code. Please fax 559-627-9441, email tcmls@tcmls.org or deliver completed form to TCAOR Office.

RELEASING OWNER (TRANSFEROR)

Member Name: _____

Company Name: _____

Member Signature: _____ Date: _____

LOCKBOXES TO BE TRANSFERRED
(Serial Numbers)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

See attached sheet for additional instructions

RECEIVING MEMBER (TRANSFEE)

Member Name: _____

Company Name: _____

Member Signature: _____ Date: _____

===== TCMLS USE ONLY =====

- Transfer lockboxes in SUPRA to new owner _____
- Attach Supra lockbox assignment sheet.
- Scan and save to receiving member folder in M:\1 (example: BOX081612, 081612 is the date of transfer)
- Verify file is linked and viewable via DOCUMENTS in Magic.
- Form to _____ for review.

Processed By: _____

Review and E-Sign. Okay to Shred.