

**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 [support@tcmls.org](mailto:support@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.