

# **LOCKBOX TRANSFER FORM**

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

By signing this form, transferor agrees and gives permission for TCMLS to reassign listed lockbox (registered in TCMLS inventory system) to Transferee and Transferee accepts and assumes all rights and obligations pursuant to the MLS Rules, key and license agreement and lockbox system policies. Parties understand it may take up to 3 business days from time of receipt to complete the request. TCMLS is not obligated to provide lockbox/key services to non-members and shall not provide lockbox/key services to parties not assigned to the lockbox.

Please email to [support@tcmls.org](mailto:support@tcmls.org) or deliver completed form to TCAOR Office.

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## **TRANSFEROR (RELEASING OWNER)**

Member Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SERIAL NUMBER	Shackle Code (4 digits)*

\*TCMLS will attempt to program the shackle code remotely if supported by lockbox. If lockbox does not support remote programming, transferee can manually program the shackle code from the Supra mobile app OR bring lockbox to TCAOR/MLS to have staff program shackle code onsite.

## **TRANSFEEE (RECEIVING MEMBER)**

Member Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_