



## Subscriber Transfer Form

Full Name: \_\_\_\_\_

License # \_\_\_\_\_ NRDS # \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Transferring from: \_\_\_\_\_ to: \_\_\_\_\_  
Old Office New Office

New Office Address \_\_\_\_\_

New Broker in Charge: \_\_\_\_\_

By checking each box below, I certify that I am:

- ☐ Licensed as a Real Estate Salesperson, Broker, or Appraiser.
- ☐ Associated with a Broker or Appraiser who is a Participant of the BSC MLS.
- ☐ A member of a local association of REALTORS®.

By checking each box below, I acknowledge that:

- ☐ A copy of my real estate license, or appraiser's certificate must accompany this form.
- ☐ The transfer fee must be paid with this signed application before I can access the BSCMLS
- ☐ Moving forward, the Broker in Charge with whom I am associated with is liable for my quarterly MLS subscription fee.
- ☐ I must comply with the Big Sky Country MLS Policies and Procedures; failure to comply may result in fines or other sanctions as approved by the BSC MLS Board of Directors.

\*The fees associated with joining the MLS are as follows: (**Payments must be made out to the Big Sky Country MLS**)

MLS Subscriber Transfer Fee	\$100.00
Quarterly REALTOR® MLS Fees (prorated @ \$50/month)	\$150.00
Quarterly Appraiser MLS Fees (prorated @ \$35/month)	\$105.00

By my signature below, I hereby agree to abide by the Code of Ethics of the National Association of REALTORS® (NAR), and the Constitution, Bylaws, Rules and Regulations of the above-named Association, the State Association, and the National Association.

\_\_\_\_\_  
Subscriber Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker in Charge Signature

\_\_\_\_\_  
Date

Send Subscriber Application/Reactivation Forms to:

**Big Sky Country MLS**

**By Mail:** 2880 Technology Blvd. West • Suite 159 • Bozeman, MT 59718

**By Email:** [Danielle@gallatinrealtors.com](mailto:Danielle@gallatinrealtors.com)

**\*Payments must be made out to the Big Sky Country MLS**

## BIG SKY COUNTRY MLS LISTING TRANSFER FORM

Agent Full Name: \_\_\_\_\_

Former Brokerage: \_\_\_\_\_

New Brokerage: \_\_\_\_\_

### IMPORTANT!! READ THE POLICY ON LISTING TRANSFERS BELOW BEFORE YOU COMPLETE THIS FORM

Ownership of listing agreements are governed by the statutes and administrative rules of the State of Montana. Ownership of listings may also be governed by the terms and provisions of the office policies of a brokerage company. Listings obtained by a salesperson are the property of their supervising broker. If a salesperson is chosen by the owner or lessor of real estate to conduct the sale or lease of their property, the agreement must be signed by the salespersons' Supervising Broker. Salespersons may enter listings into the Multiple Listing Service, but they are subject to the control and input of their Supervising Broker.

If a listing is taken by a licensed broker, they may be the owner of the listing, but again, this may be subject to the terms and provisions of office policies, if any, of the brokerage company the broker licensee is affiliated with.

If a **BROKER** transfers to a competing firm, any Active or Pending listing they may have in the MLS may transfer with them once their status as a BROKER has been confirmed by the BSCMLS but may be subject to the office policies of their former brokerage company.

If a **SALESPERSON** transfers to a competing firm, any Active or Pending contracts they have with their clients may transfer with them to their new firm upon authorization from their former Supervising Broker, AND their new Supervising Broker.

### ↓ COMPLETE THIS SECTION ONLY IF YOU ARE A LICENSED BROKER (CHECK ONE (1) BOX ONLY) ↓

- ☐ I am a **BROKER** and do not have any Active/Pending listings in the MLS (*no signatures are necessary*)
- ☐ I am a **BROKER** and will be taking all, or some, of my Active/Pending listings with me (*see page 2 – no additional authorization is required beyond the verification of the licensee's designation as a BROKER*).
- ☐ I am a **BROKER** and will not be taking any of my Active/Pending listings with me (*requires signature from former BIC*)\*

Broker Name	Signature	Date
* Former BIC Name	Signature	Date

### ↓ COMPLETE THIS SECTION ONLY IF YOU ARE A LICENSED SALESPERSON (CHECK ONE (1) BOX ONLY) ↓

- ☐ I am a **SALESPERSON** and do not have any Active/Pending listings in the MLS (*no signatures are necessary*)
- ☐ I am a **SALESPERSON** and will be taking all, or some, of my Active/Pending listings with me (*see page 2 – signatures must be obtained below from the licensee's former Supervising Broker AND their new Supervising Broker*)
- ☐ I am a **SALESPERSON** and will not be taking any of my Active/Pending listings with me (*transfer them to my former Supervising Broker*)

Salesperson Name	Signature	Date
Former Supervising Broker	Signature	Date
New Supervising Broker	Signature	Date

**READ THESE INSTRUCTIONS CAREFULLY!!!**

Enter ALL your Active and Pending listings below. Indicate which listings will be transferring with you to your new brokerage by marking YES or NO next to each one.

**BROKERS** – any listing you check as NO will be transferred to the Broker in Charge at your former brokerage.

**SALESPERSONS** – any listing you check as NO will be transferred to your former Supervising Broker.

**BROKERS in CHARGE and SUPERVISING BROKERS** – any listing marked as NO on this page will be transferred over to you. Make sure you contact the seller(s) immediately and notify them that you are now responsible for all remaining performance under the listing agreement. If you wish to terminate your relationship with the seller(s), all contracts and MLS listings must be canceled no later than 11pm the third (3rd) weekday after all required signatures have been obtained.

[illegible]

# BOARD OF REALTY REGULATION

**301 S PARK AVE  
PO BOX 200513  
HELENA MT 59620-0513  
PHONE (406) 444-5711**

## CHANGE FORM

**CHECK APPROPRIATE BOXES**

**COMPLETE ALL REQUIRED LINES OF INFORMATION (As designated in parentheses)**

REMIT APPROPRIATE FEE FOR EACH BOX CHECKED

<input type="checkbox"/>	<b>CHANGE OF STATUS TO ACTIVE - BROKER</b> (1, 3, 4, 6, 7 & 8) (Need to show proof of 24 hours of Continuing Education done within the last 24 months)	<b>\$87.50</b>
<input type="checkbox"/>	<b>CHANGE OF STATUS TO ACTIVE - SALESPERSON</b> (1, 3, 4, 6, 7 & 8) (Need to show proof of 24 hours of Continuing Education done within the last 24 months)	<b>\$75.00</b>
<input type="checkbox"/>	<b>TRANSFER TO A NEW SUPERVISING BROKER</b> if done via mail submission (1 thru 8)	<b>\$40.00</b>
<input type="checkbox"/>	<b>CHANGE OF STATUS TO INACTIVE</b> (1, 5, 7 & 8)	<b>\$20.00</b>
<input type="checkbox"/>	<b>CHANGE OF ADDRESS</b> (1, 2, 3, 4 & 7)	<b>No Fee</b>
<input type="checkbox"/>	<b>CHANGE OF BUSINESS NAME</b> (1, 2, 3 & 7)	<b>No Fee</b>
<input type="checkbox"/>	<b>CHANGE OF LICENSEE NAME</b> (1, 3 & 7) (Documentation required)	<b>No Fee</b>
<input type="checkbox"/>	<b>RELEASING SUPERVISION OF LICENSEE</b> (1, 2 & 5)	<b>No Fee</b>

**TOTAL AMOUNT REMITTED** \$ \_\_\_\_\_

Licensee's Name 1.	License Number & Type	Home Phone Number
Current Broker or Business Name 2.	License Number	Business Phone Number
New Broker or Business Name 3.	Business Phone Number	Business Fax Number
New Broker or Business Address 4.		
<div>City</div> <div>ST</div> <div>Zip</div>		
Current Broker or Releasing Brokers Signature 5.	LICENSE NUMBER	Date
New Broker Signature / E-mail address 6.	LICENSE NUMBER	Date
Licensee's Signature / E-mail address 7.	LICENSE NUMBER	Date
New or Current Home Address 8.		
<div>City</div> <div>ST</div> <div>Zip</div>		