



Authorization to Release and Relist

Brokerage

Please accept this authorization to update all of the listings on the attached **Schedule 1** to be Unconditionally Withdrawn from this brokerage office and relisted under the same agent identifications (unless otherwise noted on **Schedule 1**) with the new brokerage office on RCO3®. By this authorization, the undersigned represent to Realcomp II Ltd. that all necessary approvals have been granted and all applicable policies and procedures of the current brokerage office and the new brokerage office have been satisfied.

Previous List Office ID: _____ Previous List Office Name: _____

New List Office ID: _____ New List Office Name: _____

Previous Broker's Signature: _____

New Broker's Signature: _____

Do you want Realcomp to apply the previous photos to the new listings? Yes No
(Virtual tour information would be loaded by the listing agent)

This page is for listings only. All of the documents that are attached to the listings will not be transferred. To have the transactions and documents in Transaction Desk/Online Forms transferred, complete and return the third page.

Please complete the attached information for all listings to be relisted or attach a separate copy including all fields that appear on this form.



Release and Relist the Below Listings

Schedule 1

MLS #:

Address		List Date	Expire Date	Price
Access (select one) <input type="checkbox"/> Appointment <input type="checkbox"/> Appointment/Key <input type="checkbox"/> Appointment/Lockbox <input type="checkbox"/> Key <input type="checkbox"/> Lockbox				
Sub Agency (\$/%)		Buyer Agency (\$/%)		Trans. Coordinator (\$/%)
Listing Type (select one) <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Agency		Services Offered (select one) <input type="checkbox"/> Arrange Appointments <input type="checkbox"/> Assist w/Counter Offers <input type="checkbox"/> All of the above <input type="checkbox"/> Accept/Present Offers <input type="checkbox"/> Negotiate for Sellers <input type="checkbox"/> None of the above <input type="checkbox"/> Advise on Offers		

MLS #:

Address		List Date	Expire Date	Price
Access (select one) <input type="checkbox"/> Appointment <input type="checkbox"/> Appointment/Key <input type="checkbox"/> Appointment/Lockbox <input type="checkbox"/> Key <input type="checkbox"/> Lockbox				
Sub Agency (\$/%)		Buyer Agency (\$/%)		Trans. Coordinator (\$/%)
Listing Type (select one) <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Agency		Services Offered (select one) <input type="checkbox"/> Arrange Appointments <input type="checkbox"/> Assist w/Counter Offers <input type="checkbox"/> All of the above <input type="checkbox"/> Accept/Present Offers <input type="checkbox"/> Negotiate for Sellers <input type="checkbox"/> None of the above <input type="checkbox"/> Advise on Offers		

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Address		List Date	Expire Date	Price
Access (select one) <input type="checkbox"/> Appointment <input type="checkbox"/> Appointment/Key <input type="checkbox"/> Appointment/Lockbox <input type="checkbox"/> Key <input type="checkbox"/> Lockbox				
Sub Agency (\$/%)		Buyer Agency (\$/%)		Trans. Coordinator (\$/%)
Listing Type (select one) <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Agency		Services Offered (select one) <input type="checkbox"/> Arrange Appointments <input type="checkbox"/> Assist w/Counter Offers <input type="checkbox"/> All of the above <input type="checkbox"/> Accept/Present Offers <input type="checkbox"/> Negotiate for Sellers <input type="checkbox"/> None of the above <input type="checkbox"/> Advise on Offers		

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Transfer Transactions and Documents Brokerage

This document authorizes all of the list brokerage's transactions and documents to be transferred to the new list brokerage office named below. All associated documents and forms will be transferred to the below office. By this authorization, the undersigned represent to Realcomp II Ltd. that all necessary approvals have been granted and all applicable policies and procedures of the current brokerage office and the new brokerage office have been satisfied.

Previous List Office ID: _____ Previous List Office Name: _____

New List Office ID: _____ New List Office Name: _____

Previous Broker's Signature: _____

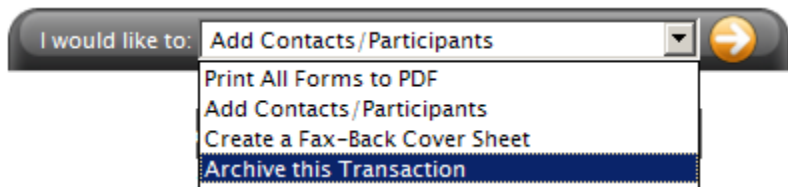
New Broker's Signature: _____

Attention Broker: By submitting this form, all of the transactions and documents for the above brokerage will be detached from the listings, removed from your office and transferred to the new brokerage office. If you wish to keep a copy of the transactions, you should archive them before submitting this request to Realcomp.

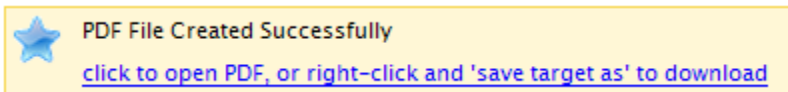
You can save the transactions from the Transaction Desk Daily Report email you received when the agent transferred to the new office. All of the agent's transactions appeared in this email. Simply click each transaction and save the information to a new location. If you no longer have this email, the below steps offer another way.

How to archive an agent's transactions and forms:

1. From RCO3®, select **External Links** and then **Transaction Desk & Forms**
2. Click on **Transactions** to see the list of transactions
3. Select a transaction you wish to archive
4. From the Transaction Overview, in the "I would like to" drop down list, select **Archive this Transaction**



5. Click the **right arrow**
6. A link will appear asking you to **right click** on the link and select **Save target as**



7. Choose a location to save the transaction
8. Repeat the above steps for each transaction you wish to archive