



# Authorization to UWTH and Relist

## Agent

Please accept this authorization to update all of the listings on the attached **Schedule 1** to be Unconditionally Withdrawn from this office and relisted under the same agent identification (unless otherwise noted on **Schedule 1**) with the new office on RCO3®.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

Previous List Office ID: \_\_\_\_\_ Previous List Office Name: \_\_\_\_\_

New List Office ID: \_\_\_\_\_ New List Office Name: \_\_\_\_\_

List Agent ID: \_\_\_\_\_ List Agent 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 transfer the transactions and documents in Docs+, see the attached tip sheet starting on page 3.*

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**  
Please complete all below fields for each listing

**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				
Listing Type (select one) <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Lease				
Services Offered (select one)		Terms Offered		
<input type="checkbox"/> Arrange Appointments <input type="checkbox"/> Negotiate for Sellers		<input type="checkbox"/> Assumable	<input type="checkbox"/> Conventional	<input type="checkbox"/> Trade/1031 Exchange
<input type="checkbox"/> Accept/Present Offers <input type="checkbox"/> All the above		<input type="checkbox"/> Cash	<input type="checkbox"/> FHA	<input type="checkbox"/> USDA Loan
<input type="checkbox"/> Advise on Offers <input type="checkbox"/> None of the above		<input type="checkbox"/> Contract	<input type="checkbox"/> FHA 203K	<input type="checkbox"/> VA Loan
<input type="checkbox"/> Assist w/Counter Offers		<input type="checkbox"/> Conv. Blend Rt	<input type="checkbox"/> Owner May Carry	<input type="checkbox"/> Warranty Deed
		<input type="checkbox"/> Covenant Deed	<input type="checkbox"/> Quit Claim Deed	
<i>Complete this section for lease property type</i>				
Lease Type		Length of Lease		
<input type="checkbox"/> Apartments	<input type="checkbox"/> Condominium	<input type="checkbox"/> 11 Months or Fewer	<input type="checkbox"/> 25-36 Months	<input type="checkbox"/> Negotiable
<input type="checkbox"/> Room for Rent	<input type="checkbox"/> Single Family Home	<input type="checkbox"/> 12 Months	<input type="checkbox"/> 37-48 Months	<input type="checkbox"/> Other
<input type="checkbox"/> Time Share	<input type="checkbox"/> Vacation	<input type="checkbox"/> 13-24 Months	<input type="checkbox"/> 49-60 Months	

**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				
Listing Type (select one) <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Lease				
Services Offered (select one)		Terms Offered		
<input type="checkbox"/> Arrange Appointments <input type="checkbox"/> Negotiate for Sellers		<input type="checkbox"/> Assumable	<input type="checkbox"/> Conventional	<input type="checkbox"/> Trade/1031 Exchange
<input type="checkbox"/> Accept/Present Offers <input type="checkbox"/> All the above		<input type="checkbox"/> Cash	<input type="checkbox"/> FHA	<input type="checkbox"/> USDA Loan
<input type="checkbox"/> Advise on Offers <input type="checkbox"/> None of the above		<input type="checkbox"/> Contract	<input type="checkbox"/> FHA 203K	<input type="checkbox"/> VA Loan
<input type="checkbox"/> Assist w/Counter Offers		<input type="checkbox"/> Conv. Blend Rt	<input type="checkbox"/> Owner May Carry	<input type="checkbox"/> Warranty Deed
		<input type="checkbox"/> Covenant Deed	<input type="checkbox"/> Quit Claim Deed	
<i>Complete this section for lease property type</i>				
Lease Type		Length of Lease		
<input type="checkbox"/> Apartments	<input type="checkbox"/> Condominium	<input type="checkbox"/> 11 Months or Fewer	<input type="checkbox"/> 25-36 Months	<input type="checkbox"/> Negotiable
<input type="checkbox"/> Room for Rent	<input type="checkbox"/> Single Family Home	<input type="checkbox"/> 12 Months	<input type="checkbox"/> 37-48 Months	<input type="checkbox"/> Other
<input type="checkbox"/> Time Share	<input type="checkbox"/> Vacation	<input type="checkbox"/> 13-24 Months	<input type="checkbox"/> 49-60 Months	

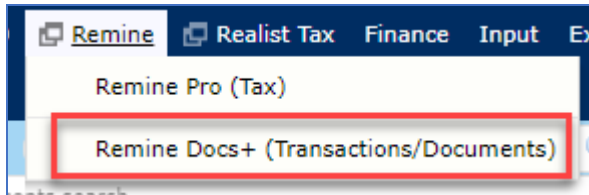
**MLS #:**

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				
Listing Type (select one) <input type="checkbox"/> Exclusive Right to Sell <input type="checkbox"/> Exclusive Agency <input type="checkbox"/> Exclusive Right to Lease				
Services Offered (select one)		Terms Offered		
<input type="checkbox"/> Arrange Appointments <input type="checkbox"/> Negotiate for Sellers		<input type="checkbox"/> Assumable	<input type="checkbox"/> Conventional	<input type="checkbox"/> Trade/1031 Exchange
<input type="checkbox"/> Accept/Present Offers <input type="checkbox"/> All the above		<input type="checkbox"/> Cash	<input type="checkbox"/> FHA	<input type="checkbox"/> USDA Loan
<input type="checkbox"/> Advise on Offers <input type="checkbox"/> None of the above		<input type="checkbox"/> Contract	<input type="checkbox"/> FHA 203K	<input type="checkbox"/> VA Loan
<input type="checkbox"/> Assist w/Counter Offers		<input type="checkbox"/> Conv. Blend Rt	<input type="checkbox"/> Owner May Carry	<input type="checkbox"/> Warranty Deed
		<input type="checkbox"/> Covenant Deed	<input type="checkbox"/> Quit Claim Deed	
<i>Complete this section for lease property type</i>				
Lease Type		Length of Lease		
<input type="checkbox"/> Apartments	<input type="checkbox"/> Condominium	<input type="checkbox"/> 11 Months or Fewer	<input type="checkbox"/> 25-36 Months	<input type="checkbox"/> Negotiable
<input type="checkbox"/> Room for Rent	<input type="checkbox"/> Single Family Home	<input type="checkbox"/> 12 Months	<input type="checkbox"/> 37-48 Months	<input type="checkbox"/> Other
<input type="checkbox"/> Time Share	<input type="checkbox"/> Vacation	<input type="checkbox"/> 13-24 Months	<input type="checkbox"/> 49-60 Months	

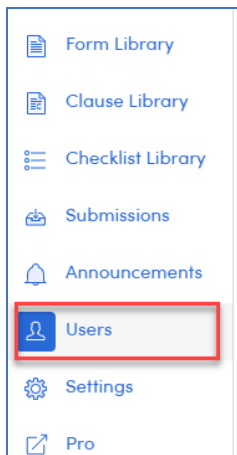
## How a Broker Transfers Transactions Back to an Agent in Remine Docs+

In Docs+ the broker receives a PDF of an agent's transactions when they leave the office or have any change to their office ID. The broker can transfer them back to the agent if they choose. If the broker does not do this, the agent will have no access to these transactions.

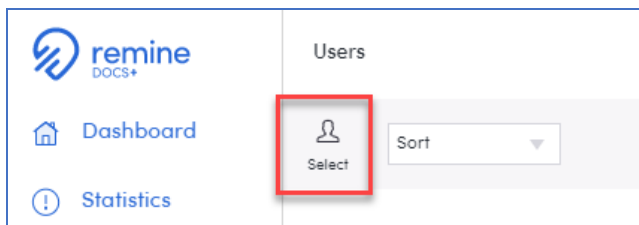
1. Log into RCO3 and then go to Remine Docs+.



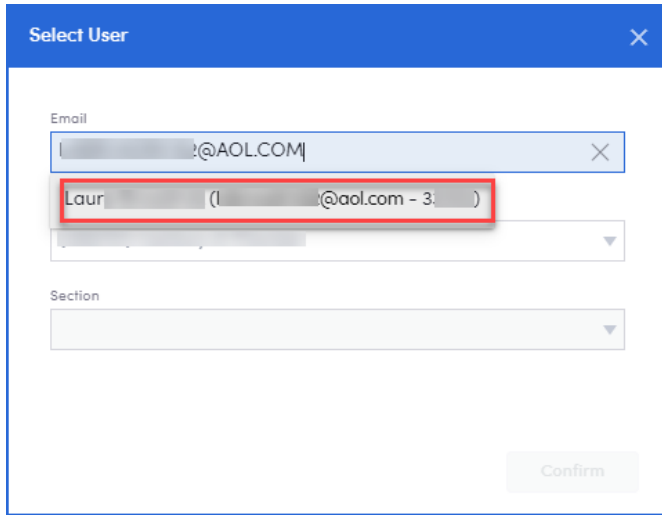
2. In Docs+, select **Users** in the left-side menu.



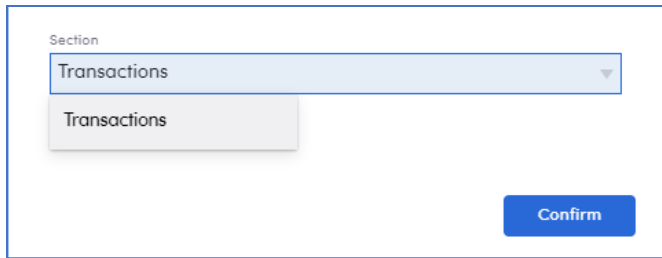
3. To find the desired agent, click the **Select** icon at the top of the page.



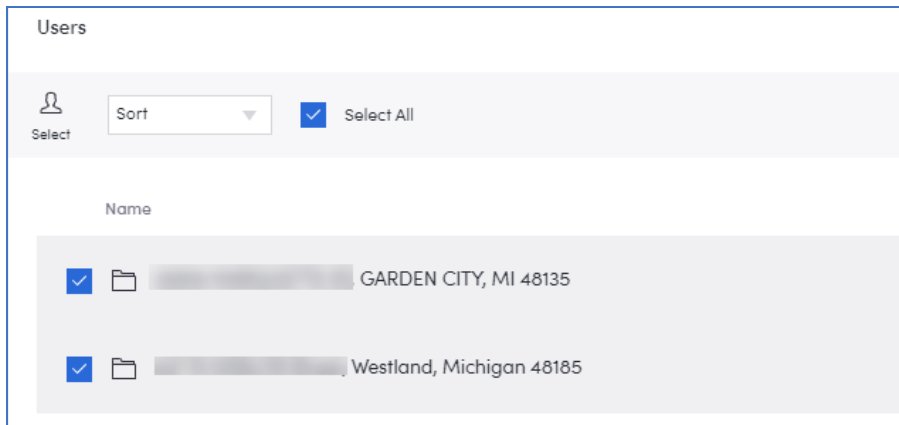
4. Enter the agent's email address in the email field and click on the agent's name when it appears below the Email box.



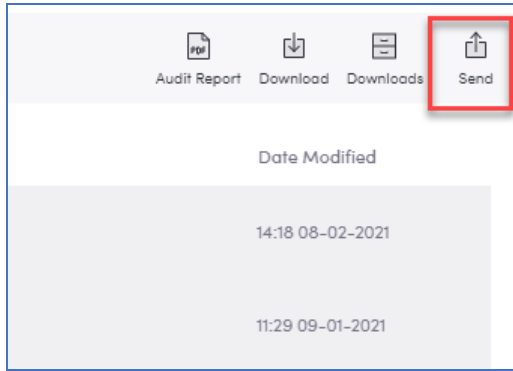
5. Once the agent is selected, choose Transactions in the Section field and click Confirm.



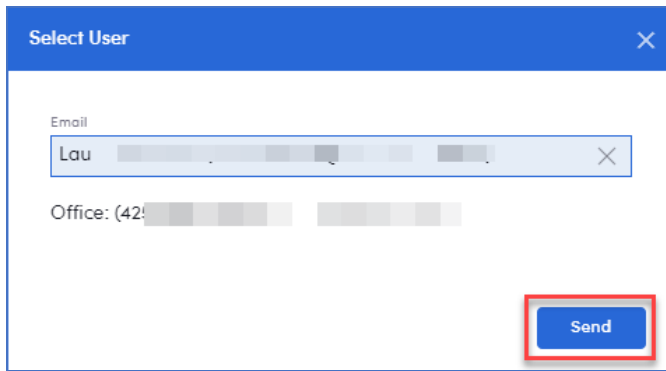
6. Select the transactions that you wish to send to the agent. There is a Select All at the top of the page.



7. Once the desired transactions are selected, click the Send button in the top right of the page.



8. Enter the agent's email address again and select the agent's name as you did in Step 4. Once you have selected the agent and their current office has displayed, click the Send button.



9. That box will disappear, and you will briefly get a message at the top of the page saying that the transfer will be done in the background and that you may leave the page. **You are done!**

If you have additional questions, please call Realcomp's Customer Care at (866) 553-3430.