



BROKERAGE TRANSFER CHECKLIST

Please ensure you have the following documents for submission:

1. Transfer form completed and signed by member & Broker
 2. MLS User agreement (signed by member & broker)
 3. Confirmation of Insurance – 5 Million CGL Liability
 4. Copy of RECA license showing Brokerage change
 5. MLS Listings: Cancelled Re-assigned
 6. Acknowledgement of TRANSFER FEE - \$125.00 + GST
-

CARA OFFICE USE ONLY:

Date Received: _____ by: _____

Member Name: _____

MLS USER ID: _____ MMSi # _____

INPUT: PILLAR 9 Confirm Input: SUPRA:

Membership Book: Confirmation Letter:

Invoice: _____

Notes: