



Agent/Office Transfer Authorization Form 2026

Las Cruces Association of REALTORS®

575.524.0658

Once your completed form is submitted, please allow 2-3 days for your records to fully update across all platforms.

AGENT INFORMATION

Name: _____ Phone: _____

Email: _____ Date: _____

TRANSFER INFORMATION

Old Office: _____ End Date: _____

New Office: _____ Start Date: _____

Agent Signature: _____ Date: _____

Serving Broker Signature: _____ Date: _____

Hiring Broker Signature: _____ Date: _____

BILLING & PAYMENT DETAILS

Fee Type	Tax	
LCAR Transfer Fee	Exempt	\$25.00
NMAR Transfer Fee	Exempt	\$48.00
MLS Transfer Fee	Included	\$11.09
Total		\$84.09

Name on Card: _____ Billing Address: _____

City: _____ State: _____ Zip: _____

I am authorizing LCAR/SNMMLS to charge my credit card the following amount: **\$84.09**

By signing, the Qualifying Broker is aware that transaction files for this member will no longer be available to the brokerage firm. The firm can make copies of any transaction files prior to the member transfer.

Signature: _____ Date: _____

☐ Charge Card on File

This is a one time authorization to process payments for services rendered. The information below will be shredded.

Credit Card # _____ Exp: _____