



Association Transfer or CRMLS Access

South - 880 Canarios Court, Suite 100 Chula Vista, CA 91910 | 619-421-7811
East - 1150 Broadway, El Cajon, CA 92021 | 619-579-0333
Central - 4340 Genesee Ave. #203 San Diego, CA 92117 | 858-286-6080

www.psar.org

- REALTOR Membership Transfer to PSAR with continued Paragon Use. SDMLS → CRMLS
- MLS Only
Subscribe to CRMLS data and tools on the **Paragon platform.**
- MLS Matrix Access Only
Access to CRMLS data and tools on the **Matrix platform.**

Agent Name: _____ Agent MLS ID# _____ Birth Date: _____

DRE License #: _____ Exp. Date: _____ Broker: Sales: NRDS #: _____

Home or Preferred Mailing Address: _____ Cell/Contact Phone _____

City: _____ State: _____ Zip: _____ Email Address: _____

Broker Office: _____ Broker Name: _____

Mailing Address: _____ Office Ph# _____

City: _____ State: _____ Zip: _____ Office MLS#: _____

Referred by: (Membership Transfer) _____ Referred by MLS # _____

General Terms and Conditions of Membership: I agree to abide by the constitution, bylaws, policies and rules of the Pacific Southwest Association of REALTORS®, California Regional MLS, California Association of REALTORS®, and National Association of REALTORS®, all as may be amended. MLS subscriptions and annual REALTOR® memberships may be canceled at any time

Agent Signature: _____ **Date:** _____

Broker of Record Signature*: _____

*Only needed if transferring to new broker office.

TRANSFeree CHECKLIST

IDX Feeds and Data Syndication:

- Realtor.com** Realtor.com Contact Information: 1-800-878-4166
If any of your listings appear on Realtor.com with a status that does not correctly reflect the MLS status, and then please send over a report of the listing, your old MLS #, new MLS #, License Number, Agent Name, Office Name and Office MLS ID # to Realtor.com.
- Premier Agent: Zillow and Trulia** Premier Agent Listing Acquisitions Team Contact Information: 1-855-657-6610
If any of your listings appear on Zillow or Trulia with a status that does not correctly reflect the MLS status, please contact Premier Agent's Listings Acquisition Team where they will be able to update the listing.
- Ensuring your Broker is Opted-In for IDX and Syndication**
If your Broker is not yet opted-in for IDX and Syndication via CRMLS it will result in MLS listings to either not be syndicated out or for them to reflect the incorrect status. In order to ensure your Broker is Opted-In for IDX and Syndication please give CRMLS a call at 1-800- 925-1525.

Listings to be transferred:

- CRMLS Listing Transfer Form**
If you are also transferring to a new Broker office and have listings that also need to be transferred to the new Broker, check this box. Then browse to psar.org/docs and download the "Listing Transfer Form". When form is completed, email it to support@psar.org. If you have any questions regarding the MLS Listing Transfer please contact CRMLS at 1-800-925-1525.
- Brokerage Tools:**
There may be online tools that you or your brokerage has linked to your previous MLS ID. Please take note of these items and make sure that they are linked to your new MLS ID. (i.e. Homesnap, LionDesk, Collaboration center, etc)



San Diego Paragon Membership Transfer

I am transferring from SDMLS to CRMLS/PSAR Other _____

I am transferring from NSDCAR to PSAR

I am transferring from _____ to PSAR

Agent Name _____ Agent DRE# _____

Email _____

FROM AGENT MLS ID: _____ TO AGENT NEW MLS ID: _____
(Association Use)

FROM OFFICE MLS ID: _____ TO NEW OFFICE MLS ID: _____
(Association Use)

FROM OFFICE NAME: _____ TO OFFICE NAME: _____

What Gets Transferred in Paragon:

- Contacts (Client Connect Links will need to be resent to your clients due to your new agent ID)
- CMA(s)
- Saved Searches
- Listings from your current brokerage (requires Broker signature*)
- Finalized Listing History

What Does Not Get Transferred in Paragon:

- Paragon Preferences (ex. you will need re-load agent photo and signature)
- Saved Spreadsheets and Custom Reports

I hereby authorize the transfer of all my listings and other relevant data to my new ID number. Please Note: This transfer form does not include the transfer of your IDX services, lockbox keys or lockboxes you may own.

AGENT SIGNATURE: _____ DATE: _____

BROKER SIGNATURE*: _____ DATE: _____

CRMLS Use Only: Date Received _____ Date Completed _____ Technician Initials _____ WO# _____