

Transfer to Referral Office

Checklist for Completion

Waiver Applicant has transferred to a **referral only brokerage** registered with state real estate commission.

Waiver Applicant is NOT a listing agent for any active or pending listing filed with the MLS;

Waiver Applicant does NOT possess, control, or use the MLS's lockboxes, including keys to enter, view, or show property that is listed in the MLS;

Waiver Applicant is NOT part of a designated real estate "Team" where one of more of the other Team members are subscribers to the MLS ; (Unless an admin account is activated)

Waiver applicant is NOT authorized for assumed identity for any IMLS members; (unless an admin account is activated).

Waiver Applicant has paid all outstanding MLS invoices. **Including the \$35 transfer fee to referral office.**

Waiver applicant must immediately inform Intermountain MLS in the event of a transition from a referral office to a standard sales office belonging to Intermountain MLS.

***Current Participant** confirmation that subscriber now belongs to a **referral only office**.

Furthermore, if a waiver is granted subject to the above, the waiver will not go into effect until the requirements are met and the signed form is returned to IMLS. There will be no credit or refunds for prepaid quarterly dues. Fee exemptions will not be retroactive. At such a time if the Waiver Applicant chooses to become a sales agent, rather than a referral agent, all standard reactivation fees will apply.

*Signature of MLS Participant / Designated Broker

Date

Signature of Waiver Applicant

Date

Waiver Applicant license number

MLS ID#

New Brokerage

Current Brokerage

Penalties: I, the Waiver Applicant, understand that any violation of the conditions herein will result in automatic revocation of the waiver from the individual recipient. I agree to pay MLS Subscription Fees if my license hangs with a non-referral brokerage belonging to IMLS, retroactive to the beginning of the current billing period or the date of this Application Form (whichever is less). I acknowledge that non-payment of the amounts owed, by the due date, as indicated on the associated MLS invoice, will result in the MLS access for myself being suspended until all fees have been paid. Additionally, further collection processes may be utilized at MLS's discretion.

Signature of Waiver Applicant

Date