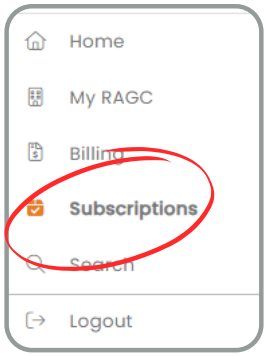
Transferring Brokerages

Transferred to a different brokerage? Making the change in MLS has never been easier! Your transfer must be updated with the Ohio Division of Real Estate for at least 24 hours before submitting the request for MLS.



Log in to your member portal.

Open **Subscriptions** in the menu.

Note: If you do not see the menu, click the three bars at the top left to open your portal menu.

Choose **Subscription Action** in the upper right corner, then select **Change Office** to open the **Change Brokerage** form.

Details, such as name and email, will be automatically filled out with information on file. Choose your new brokerage (be sure to select the correct office site if there are multiple offices), agree to the Terms and Conditions, and sign the request.

Select **Save** and Rapattoni will be updated within five minutes.