



Brokerage Office Transfers

Sunflower MLS

SMLS does not transfer listings during an office transition, as all MLS listings are the property and responsibility of the listing brokerage. Consequently, the brokerage retains full authority over status updates and agent reassignments. Responsibility for any MLS violations rests with the broker of record.

If a brokerage authorizes an agent to move a listing to a new office, the following procedure is required:

1. The listing agent should clone the property data and save it as a **partial listing** prior to changing brokerage offices.
2. The original brokerage must withdraw the existing listing.
3. Once the original is withdrawn, the agent may request that SMLS staff update the partial listing with the new office information.
4. The agent may then publish the listing under the new office with a new MLS number.

SMLS recommends discussing these options with property owners and responsible brokers, given their impact on advertising on public websites. If you have any questions about these suggestions, please contact SMLS staff.