

# MLS of Greater Cincinnati Electronic Keybox Transfer Form

As the rightful and registered owner of the following Electronic Keybox(es), I request they be transferred to the individual below.

Keybox Serial Number(s)	
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

\_\_\_\_\_  
Name of Transferring Owner (please print)

\_\_\_\_\_  
Agent ID

\_\_\_\_\_  
Office/Firm Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature (original owner or Manager/Broker)

\_\_\_\_\_  
Date

The original keybox owner cannot be located for the reason(s) selected below:

Retired

Deceased

Moved

Other \_\_\_\_\_

Provide as much information above as possible. Due diligence will be performed to determine if the keyboxes meet the requirements for transfer.

As the new owner of the listed keyboxes, I assume all rights and obligations for the keyboxes.

\_\_\_\_\_  
Name of Receiving Owner (please print)

\_\_\_\_\_  
Agent ID

\_\_\_\_\_  
Office/Firm Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit the completed form to [Support@CincyMLS.com](mailto:Support@CincyMLS.com) for processing.

**Keybox transfers will not be completed without this form.**

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