



# Arlington Board of REALTORS®

## Transfer of Lockboxes between ARBOR Members

Complete all the information on the form below. Please make sure all parties sign and keep a copy for their records. Email a copy of the COMPLETED form to the Board Office and we will make the necessary changes. **INCOMPLETE FORMS WILL NOT BE PROCESSED.** The \$10.00 lockbox deposit is transferred between the two participating agents. The Arlington Board of REALTORS® is NOT responsible for the transfer of the lockbox deposit.

Please email completed forms to [membership@arlingtonrealtor.com](mailto:membership@arlingtonrealtor.com)

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### AGENT TRANSFER OF LOCKBOXES

Date: \_\_\_\_\_

Lockbox Number(s): \_\_\_\_\_

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### LOCKBOXES COMING FROM:

\_\_\_\_\_  
Agent Name

\_\_\_\_\_  
License number

\_\_\_\_\_  
Name of Brokerage

\_\_\_\_\_  
Agent Phone number

\_\_\_\_\_  
Agent Signature:

### LOCKBOXES COMING TO:

\_\_\_\_\_  
Agent Name

\_\_\_\_\_  
License number

\_\_\_\_\_  
Name of Brokerage

\_\_\_\_\_  
Agent Phone number

\_\_\_\_\_  
Agent Signature:

### ARBOR USE:

\_\_\_\_\_  
Processed by

\_\_\_\_\_  
Date Completed Rev 10/2024