THE ARKANSAS BROKERAGE SWITCH CHECKLIST

Everything to handle before, during, and after a move — in the order it needs handling. Built for licensed Arkansas agents. Useful whether you move down the street or stay exactly where you are.

01 BEFORE YOU TELL ANYONE

- [ ] Read your current independent contractor agreement **and** the office policy manual, start to finish. Most surprises in a move are written down somewhere you already signed.
- [ ] Write down your notice period, any post-departure fee obligations, and any referral or override that survives your exit.
- [ ] List every pending file, its contract date, and its projected closing date.
- [ ] List every active listing and note whose name the listing agreement is in.
- [ ] Confirm your CE hours are current and your license is active and in good standing.
- [ ] Export your database — contacts, notes, tags — and store the file somewhere you control.
- [ ] Save your transaction history and production numbers. You will need them, and access can end quickly.
- [ ] Decide who hears it from you first, and in what order.

> **The one that catches people:** in Arkansas, a listing agreement is between the seller and the *brokerage* — not between the seller and you. Whether a listing can follow you is your current broker's decision, governed by what you signed. Assume nothing here.

02 THE PAPERWORK

- [ ] Obtain the AREC Transfer form. Your **new principal broker** must sign it — under AREC Regulation 7.5(b) an executive broker cannot sign a transfer application.
- [ ] Submit the Transfer form with the **$30 processing fee**. Completed correctly, the form serves as a **30-day temporary license**.
- [ ] Surrender your current license and pocket card if you are actively licensed.
- [ ] Remember you cannot be licensed with more than one real estate company at a time — there is no overlap period.
- [ ] Transfer your MLS membership and confirm the effective date so your access never gaps.
- [ ] Contact your local board or association about dues, transfers, and any proration.
- [ ] Confirm the exact date your new brokerage's E&O coverage begins.

Fees and forms change. Verify current requirements directly at **arec.arkansas.gov** before you file.

03 YOUR BUSINESS IN TRANSITION

- [ ] Build a written plan for every pending file. Files already under contract generally cannot simply move with you — expect to close them out under your current brokerage and agree in advance how you are paid.
- [ ] Get the payout arrangement for those files **in writing** before you give notice, not after.
- [ ] Have the listing conversation with each seller directly and early. They should hear it from you.

- [ ] Inventory your physical assets: signs, riders, lockboxes, business cards, apparel. Know what is yours and what goes back.
- [ ] Retrieve every lockbox before your access is deactivated.
- [ ] Update your license number and brokerage on every profile: Zillow, Realtor.com, Google, Facebook, Instagram, LinkedIn, your email signature.
- [ ] Redirect or rebuild your website, IDX feed, and CRM. Confirm who owns the leads inside your current CRM.
- [ ] Budget for the gap. Most agents underestimate how long the first closing at a new brokerage takes.

04 QUESTIONS FOR THE BROKERAGE YOU'RE CONSIDERING

- [ ] After I receive my split, what am I still paying for out of my own pocket? Ask for the list, line by line.
- [ ] What is the monthly fee, and what does it include? What is charged per transaction?
- [ ] Is the split tiered? What moves me up, and is the ladder written down where I can see it?
- [ ] Does my production at my current brokerage count toward where I start, or do I begin at the bottom?
- [ ] When I have a question at 7 p.m. on a Saturday, who answers, and how fast?
- [ ] Who reviews my contract before it goes out — a name, a role, and a typical response time.
- [ ] What are the actual requirements: floor time, meetings, open houses, production minimums?
- [ ] If I don't hit the production expectation, what happens — a conversation, or a termination?
- [ ] How are company-generated leads assigned, and can you show me the rule?
- [ ] **And the question most agents forget:** if I ever leave *you*, what happens to my clients and my pending files?

05 TIMING

- [ ] Arkansas licenses expire **December 31** each year; active renewal requires **7 hours of CE**. Know where you stand before you add a move to the pile.
- [ ] Time your move around your pending closings, not around your frustration.
- [ ] Give yourself a decision deadline. Open-ended comparison shopping quietly becomes another year of staying put.

> **A note from Amanda.** I built this because I have watched good agents lose a listing or a commission over a form and a phone call. Use it even if we never speak — that is the point of it. If you do want to talk, it is a conversation, not a pitch, and it stays between us.
>
> **Amanda Galbraith** — Principal Broker, PB00071133
> 23 years a public school math teacher before 16 years in Central Arkansas real estate.