



North Office
5605 Valley Belt Road
Independence, OH 44131

South Office
7110 Whipple Ave NW #D102
North Canton, OH 44720

Phone: (216) 485-4100
Fax: (216-) 485-4159
Membership@MLSNow.com

LISTING INPUT AUTHORIZATION

***Agents/Support Staff must complete the Listing Input class to obtain listing input capabilities.

Date: _____

Name: _____ Agent / Support ID# _____

Office Name: _____ Office ID# _____

1) This person is an: (please check one)

Agent Unlicensed Support Staff

2) Listing input access level: (please check one)

Main Office Access (This is a Broker Level/Head Admin Level Functionality)
This allows full access to enter & changes listings for any agent in the company

Branch Office Access Only (This is an Office Manager/Branch Office Admin Functionality)
This allows access to enter & change listings for all agents in a single branch office

Agent Only Access – Full
This allows the agent to enter only their own listings, status changes, etc.
*UPA's & LPA's can be added under shared identity (team settings) to allow this access to an agent's listings

Agent Only Access – Limited
This allows the agent to enter listings, change pricing and other changes except status changes

Change authorized by: _____
(Broker or Office Manager Signature)

Print Name: _____

[Submit Authorization form to Membership@MLSNow.com](mailto:Membership@MLSNow.com)