

North Office
5605 Valley Belt Road
Independence, OH 44131



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

PH: (216) 485-4100 / FX: (216) 485-4159
[Email Form to Membership@MLSNow.com](mailto:Membership@MLSNow.com)

Roster Change Form

Company Name: _____ Office MLS ID: _____

User's Name: _____ License #/ID: _____

Was this User ever licensed under a previously assigned license number or MLS ID? No: ____ (Yes: ____, #/ID _____)

Change Authorized By: _____ Date: _____
(Signature)

ADD USER

New User* Transfer/Reinstate User* Secondary User * **Unlicensed Office Support***
Primary MLS: _____

Email Address (Required): _____

Preferred Telephone Number: _____

Home Address: _____
(Street) (City) (State) (Zip)

*Primary Board (Required If licensed with a REALTOR broker): _____

Listing Input Authorization: ____ No ____ Yes (Prerequisite: Listing Input Class)
____ Main Office Level ____ Branch Office Level ____ Agent Level ____ Agent Level (Limited)
(Broker Level Access) (Office Manager Level Access) (Allows Input w/Status Modification) (Allow Input w/no Status Modification)

*NOTE: Brokerage firms are allowed one free unlicensed office support per every 15 agents. Please choose the appropriate option: ____ Non-Chargeable
____ Chargeable (\$30.00/Semi-Annually)

*Required Letter of Good Standing

Agents or appraisers being added to a REALTOR Participant's MLS Now account must have their Board of REALTORS send MLS Now a letter of good standing within 30 days of being added to the Service. If good standing is not received within the requested timeframe the agent or appraiser will be placed in a suspended status and given five (5) additional days to have their board provide a Letter of Good Standing. If good standing is not received the entire firm will be suspended for non-compliance of MLS Now's REALTOR Participation.

*MLS Now Introduction to MLS Training Required

MLS Now will assign the agent or appraiser a temporary password to access Matrix; however, all new agents, and reinstated agents who have not previously been a user of the Service within the past year must complete the Introduction to MLS class within 30 days of being added.

DELETE USER

Licensure Return Date (if removing agent): _____

MISCELLANEOUS CHANGES

Name Change: _____

Phone # Change: _____ Email Change: _____