



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

Roster Change Form

(One Change per Form)

Company Name: _____ **Office MLS ID:** _____

Adding an Agent or Appraiser

I am a REALTOR Agent/Appraiser Non-REALTOR Agent/Appraiser Reciprocal/Secondary Agent

Name: _____ License #: _____

Email Address (Required): _____

Preferred Telephone Number: _____

***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)
(Main + Branch Capabilities) (Branch Access Only) (Input w/Status Modification) (Input w/no Status Modification)

***Verification of Good Standing**

If you are a new REALTOR agent or reinstated REALTOR agent (Not a MLS Now member for a year or more), then verification of good standing must be sent to MLS Now from the agent's/appraiser's primary board/association within 30 days of being added. If good standing is not received within those 30 days on the 31st day the agent will be placed in a board suspension status and all MLS Now services will be discontinued. The agent will have an additional 5 days to secure good standing, after which if the agent still is not in good standing the broker's entire office will be suspended from the MLS for non-compliance of REALTOR Participation.

MLS Now Introduction to MLS Training Required

MLS Now will assign the agent 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 or reinstated to the MLS.

Adding Unlicensed Office Support

Name: _____ User ID: MLS NOW Use – Leave Blank

Email Address (Required): _____

Listing Input Authorization: No: ___ Yes: ___ (Prerequisite: Listing Input Class)

___ Main Office Level ___ Branch Office Level

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)

Remove from My Roster

Name: _____ License # or User ID: _____

If removing agent – license return date: _____

Change Authorized By: _____ **Broker or Office Manager** **Date:** _____

Submit Change Form to Membership@MLSNow.com