



Roster Change Form

PH: (216) 485-4100 / FX: (216) 485-4159

Email Form to Membership@MLSNow.com

(One Change per Form)

Adding a User (Adding New or Reinstating)

Company Name: _____ MLS Now Office ID: _____

REALTOR® Agent/Appraiser

Non-REALTOR Agent/Appraiser

Unlicensed Office Support

Person's Name: _____ License # or Member ID: _____

Email Address (Required): _____

Preferred Telephone Number: _____

Primary Board (Required if licensed with a REALTOR Firm): _____

Listing Input Authorization: **No** **Yes (Must Choose Level Below)** (Prerequisite: Listing Input Class)

Main Office Level
(Main + Branch Capabilities)

Branch Office Level
(Branch Access Only)

Agent Level
(Input w/Status Modifications)

Agent Level Limited
(Input w/no Status Modification)

***Note: Brokerage firms are allowed to add one free unlicensed support person for every 15 agents. Please choose the appropriate option:**

Non-Billable Unlicensed Office Support

Billable Unlicensed Office Support

Verification of Good Standing (REALTORS)

A letter of good standing from your REALTOR Association/Board must be submitted to MLS Now within 30 days of being added.

Introduction to MLS Now Training (Orientation) – For new agents or agents that have been out of the MLS for a year or more.

You will be assigned a temporary password, which is good for 30 days. You have 30 days to take this required training (Orientation).

Transferring a User (within the same firm)

Company Name: _____

Person's Name: _____ License # or Member ID: _____

MLS Now Office ID Transferring From: _____

MLS Now Office ID Transferring to: _____

NOTE: MLS Now does not transfer agent listings from one branch to another. The broker or Head Admin with main office-level listing input capabilities can transfer these agents' listings.

Deleting a User

Company Name: _____ MLS Now Office ID: _____

Person's Name: _____ License # or Member ID: _____

- Returning Agent's License to the State (Inactive)
- Transferring to Another Firm
- Waiving Agent's Dues
- Unlicensed Support

License Return Date: _____

Removal Date: _____

Subscribing MLS's Name: _____

"If you need to make changes to your name, telephone number, email address, or any other miscellaneous information, you can send an email to Membership@MLSNow.com."

Broker/Office Manager Authorization Signature: _____ **Date:** _____