



**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

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## Office Change Form

(For Name Changes use the Office Name Change Form)

### Office Address Change:

MLS Office ID: \_\_\_\_\_

New Office Address: \_\_\_\_\_  
\_\_\_\_\_

**NOTE 1:** A copy of office license reflecting the new office address must accompany this change form for processing.

Participating Broker's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### Office Phone and/or Fax Number Change:

MLS Office ID: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Broker/Office Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### Office Email and/or Webpage Address:

MLS Office ID: \_\_\_\_\_

Office Email: \_\_\_\_\_ Web Page Address: \_\_\_\_\_

Broker/Office Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### Designate or Non-Designate an Office Manager:

Designating:

Non-Designating:

MLS Office ID: \_\_\_\_\_

Name: \_\_\_\_\_ MLS Now ID: \_\_\_\_\_

Participating Broker's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE 1:** To add an Office Manager, they must have an MLS Now user ID and be in an active status with our MLS.

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Email Change to Membership@MLSNow.com

Revised: 08/2024