



Listing Input Authorization Form

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

(Do not Use this Form to Add Agents or Support Staff - Use the Roster Change Form)

Listing Input capabilities are available to agents and support staff upon completion of the Listing Input class

Date: _____

Name: _____ Member 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 & change 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 listing agent to enter only their listings, status changes, etc.
*UPAs & LPAs can be added under a “working as” function that allows this access to an agent’s listings.
- ☐ Agent Only Access – Limited
This allows the listing agent to enter listings, change pricing, and other changes except for status changes.
- ☐ Remove Listing Input Capabilities
This allows the listing agent to add photos, virtual tours, open houses, supplements, and mapping.

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

Print Name: _____