



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 options:**

☐ **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) → License Return Date: _____
☐ Transferring to Another Firm → Removal Date: _____
☐ Waiving Agent's Dues → Subscribing MLS's Name _____
☐ Unlicensed Support

"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: _____