



LISTING INPUT AUTHORIZATION FORM

Ph: (216) 485-4142 • Email to Membership@MLSNOW.com **⚠ Do NOT use to add agents or support staff — use the Roster Change Form**

Company Name: _____ MLS Now Office ID: _____

Person Information

Name: _____ Member ID: _____

This person is an:

Agent

Unlicensed Support Staff

Listing Input Access Level (choose one)

Listing input capabilities are available to agents and support staff upon completion of the MLS Now Listing Input Class.

Main Office Access Broker Level / Head Admin Level — Full access to enter & change listings for any agent in the entire company.

Branch Office Access Only Office Manager / Branch Admin Level — Access to enter & change listings for all agents in a single branch office.

Agent Only Access — Full Allows the listing agent to enter their own listings and make all changes including status changes. *UPAs & LPAs can be added under a "working as" function that allows access to an agent's listings.*

Agent Only Access — Limited Allows the listing agent to enter listings, change pricing, and make other edits — except status changes.

Remove Listing Input Capabilities Removes input access. The agent will retain the ability to add photos, virtual tours, open houses, supplements, and mapping.

Authorization

Broker / Office Manager Signature: _____

Date: _____

Print Name: _____

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