



# OFFICE CHANGE FORM

Ph: (216) 485-4142 • Email to Membership@MLSNow.com ⚠ For name changes, use the Office Name Change Form

Company Name: \_\_\_\_\_ MLS Now Office ID: \_\_\_\_\_

## SECTION 1 — Office Address Change

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

Participating Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2 — Office Phone, Fax, Email, and Website Address Changes

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

Email: \_\_\_\_\_

Web Address: \_\_\_\_\_

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

## SECTION 4 — Designate or Non-Designate an Office Manager

Designating an Office Manager

Non-Designating an Office Manager

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

*To add an Office Manager, the individual must have an active MLS Now user ID and be in active status with MLS Now. If you would like the Office Manager to have office listing input capabilities, please also submit the Listing Input Authorization Form along with this form.*

Participating Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_