



# ROSTER CHANGE FORM

Ph: (216) 485-4142 • Email to [Membership@MLSNow.com](mailto:Membership@MLSNow.com) ⚠ One Change Per Form

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

## SECTION 1 — Adding a User (New or Reinstating)

**User Type:**

<input type="checkbox"/> REALTOR® Agent / Appraiser	<input type="checkbox"/> Non-REALTOR Agent / Appraiser	<input type="checkbox"/> Unlicensed Office Support
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Person's Full Name: \_\_\_\_\_ License # or Member ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Preferred Telephone #: \_\_\_\_\_

Primary Board: \_\_\_\_\_

Listing Input Auth:  No  Yes (Must choose level — Prerequisite: Listing Input Class)

<input type="checkbox"/> Main Office Level (Main + Branch)	<input type="checkbox"/> Branch Office Level (Branch Access Only)	<input type="checkbox"/> Agent Level (Input w/ Status Modification)	<input type="checkbox"/> Agent Level Limited (No Status Modification)
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**Unlicensed Support:**

<input type="checkbox"/> Non-Billable (1 free per 15 agents)	<input type="checkbox"/> Billable Unlicensed Office Support
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• *Good Standing: REALTORS must submit a letter from their Association/Board within 30 days of being added. | New Agent Orientation required within 30 days (applies to agents out of MLS 1+ year).*

## SECTION 2 — Transfer (Same Firm)

Person's Full Name: \_\_\_\_\_

License # or Member ID: \_\_\_\_\_

Office ID — From: \_\_\_\_\_

Office ID — To: \_\_\_\_\_

• *MLS Now does not transfer agent listings between branches. The broker or Head Admin must do this manually.*

## SECTION 3 — Deleting a User

Person's Full Name: \_\_\_\_\_

License / Member ID: \_\_\_\_\_

**Reason for Removal:**

<input type="checkbox"/> Returning License to State (Inactive) ▶
<input type="checkbox"/> Transferring to Another Firm ▶
<input type="checkbox"/> Waiving Agent's Dues ▶
<input type="checkbox"/> Unlicensed Support

Return Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

Subscribing MLS: \_\_\_\_\_

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

Date: \_\_\_\_\_

*To update phone number or email address, log in to your MLS Now Dashboard.*