



ROSTER CHANGE FORM

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

SECTION 1 — Adding a User (New or Reinstating)

Company Name: _____ MLS Now Office ID: _____

User Type:

<input type="checkbox"/> REALTOR® Agent / Appraiser	<input type="checkbox"/> Non-REALTOR Agent / Appraiser	<input type="checkbox"/> Unlicensed Office Support
---	--	--

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)
--	---	---	---

Unlicensed Support:

<input type="checkbox"/> Non-Billable (1 free per 15 agents)	<input type="checkbox"/> Billable Unlicensed Office Support
--	---

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)

Company Name: _____

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

Company Name: _____

MLS Now Office ID: _____

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: _____