

**North Office**  
5605 Valley Belt Road  
Independence, OH 44131



**South Office**  
7110 Whipple Ave. NW #D102  
North Canton, OH 44720

PH: (216) 485-4100 / FX: (216) 485-4159  
[Email Form to Membership@MLSNow.com](mailto:Membership@MLSNow.com)

## Roster Change Form

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

User's Name: \_\_\_\_\_ License #/ID: \_\_\_\_\_

Was this User ever licensed under a previously assigned license number or MLS ID? No: \_\_\_\_ (Yes: \_\_\_\_, #/ID \_\_\_\_\_)

Change Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

### ADD USER

New User\*     Transfer/Reinstate User\*     Secondary User \*     Unlicensed Office Support\*  
Primary MLS: \_\_\_\_\_

Email Address (Required): \_\_\_\_\_

Preferred Telephone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

\*Primary Board (Required If licensed with a REALTOR broker): \_\_\_\_\_

Listing Input Authorization: \_\_\_\_ No \_\_\_\_ Yes (Prerequisite: Listing Input Class)  
\_\_\_\_ Main Office Level    \_\_\_\_ Branch Office Level    \_\_\_\_ Agent Level    \_\_\_\_ Agent Level (Limited)  
(Broker Level Access)    (Office Manager Level Access)    (Allows Input w/Status Modification)    (Allow Input w/no Status Modification)

\*NOTE: Brokerage firms are allowed one free unlicensed office support per every 15 agents. Please choose the appropriate option: \_\_\_\_ Non-Chargeable  
\_\_\_\_ Chargeable (\$30.00/Semi-Annually)

#### \*Required Letter of Good Standing

Agents or appraisers being added to a REALTOR Participant's MLS Now account must have their Board of REALTORS send MLS Now a letter of good standing within 30 days of being added to the Service. If good standing is not received within the requested timeframe the agent or appraiser will be placed in a suspended status and given five (5) additional days to have their board provide a Letter of Good Standing. If good standing is not received the entire firm will be suspended for non-compliance of MLS Now's REALTOR Participation.

#### \*MLS Now Introduction to MLS Training Required

MLS Now will assign the agent or appraiser a temporary password to access Matrix; however, all new agents, and reinstated agents who have not previously been a user of the Service within the past year must complete the Introduction to MLS class within 30 days of being added.

### DELETE USER

Returning Agent's License to the State – License Return Date: \_\_\_\_\_  
 Waiving Agent's Dues: Subscribing MLS's Name: \_\_\_\_\_  
 Unlicensed Support

### MISCELLANEOUS CHANGES

Name Change: \_\_\_\_\_

Phone # Change: \_\_\_\_\_ Email Change: \_\_\_\_\_