

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

Roster Change Form

Company Name: _____ **Office MLS ID:** _____

User's Name: _____ **License #/ID:** _____

Change Authorized By: _____ **Date:** _____

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

Licensure Return Date (if removing agent): _____

MISCELLANEOUS CHANGES

Name Change: _____

Phone # Change: _____ Email Change: _____