



Corporate Office
5605 Valley Belt Road
Independence, OH 44131

Akron Office
P. O. Box 2999
Akron, OH 44309

Phone: (216) 485-4100
Fax: (216-) 485-4159

Roster Change Form (One Change per Form)

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

Adding an Agent or Appraiser

I am a REALTOR Agent/Appraiser Non-REALTOR Agent/Appraiser Reciprocal/Secondary Agent

Name: _____ License #: _____

Email Address (Required): _____

Preferred Telephone Number: _____

***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)
(Main + Branch Capabilities) (Branch Access Only) (Input w/Status Modification) (Input w/no Status Modification)

***Verification of Good Standing**

If you are a new REALTOR agent or reinstated REALTOR agent (Not a Yes-MLS member for a year or more), then a verification of good standing must be sent to Yes-MLS from the agent's/appraiser's primary board/association within 30 days of being added/reinstated to Yes-MLS. If good standing is not received within those 30 days on the 31st day the agent will be placed in a board suspension status and all Yes-MLS services will be discontinued. The agent will have an additional 5 days to secure good standing, after which if the agent still is not in good standing the broker's entire office will be suspended from Yes-MLS for non-compliance of REALTOR Participation.

Yes-MLS Introduction to MLS Training Required

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

Adding Unlicensed Office Support

Name: _____ User ID: Yes-MLS Use – Leave Blank

Email Address (Required): _____

Listing Input Authorization: No: ___ Yes: ___ (Prerequisite: Listing Input Class)

___ Main Office Level ___ Branch Office Level

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)

Remove from My Roster

Name: _____ License # or User ID: _____

If removing agent – license return date: _____

Change Authorized By: _____ **Date:** _____
Broker or Office Manager

Submit Change Form to membership@yes-mls.com