



**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

## LISTING INPUT AUTHORIZATION

\*\*\*Agents/Support Staff must complete the Listing Input class to obtain listing input capabilities.

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

Name: \_\_\_\_\_ Agent / Support ID# \_\_\_\_\_

Office Name: \_\_\_\_\_ Office ID# \_\_\_\_\_

1) This person is an: (please check one)

Agent       Unlicensed Support Staff

2) Listing input access level: (please check one)

Main Office Access (This is a Broker Level/Head Admin Level Functionality)  
This allows full access to enter & changes listings for any agent in the company

Branch Office Access Only (This is an Office Manager/Branch Office Admin Functionality)  
This allows access to enter & change listings for all agents in a single branch office

Agent Only Access – Full  
This allows the agent to enter only their own listings, status changes, etc.  
\*UPA's & LPA's can be added under shared identity (team settings) to allow this access to an agent's listings

Agent Only Access – Limited  
This allows the agent to enter listings, change pricing and other changes except status changes

Change authorized by: \_\_\_\_\_  
(Broker or Office Manager Signature)

Print Name: \_\_\_\_\_

[Submit Authorization form to membership@yes-mls.com](mailto:membership@yes-mls.com)