



**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

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## Office Name Change Form

### **DBA (Doing Business As) Change:**

MLS Office ID: \_\_\_\_\_

Previous Office DBA: \_\_\_\_\_ New Office DBA: \_\_\_\_\_

**NOTE 1:** A copy of the office license reflecting the new DBA name must accompany this change form for processing.

**NOTE 2:** A new MLS Office ID will be assigned to the new DBA. All active, contingent, pending, and TOMK listings will appear under the new MLS Office ID and the new DBA name in the MLS. If you have IDX, please contact Yes-MLS IDX Administrator regarding how this will affect you, if applicable.

**NOTE 3:** All off-market listings prior to change will appear under the old DBA name in the MLS.

Participating Broker's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### **Franchise Name Addition:**

MLS Office ID: \_\_\_\_\_

Previous Office Name: \_\_\_\_\_ New Office Name: \_\_\_\_\_

**NOTE 1:** If there is no change in your DBA then an office license is not required.

**NOTE 2:** Assignment of a new MLS Office ID is optional. If a new ID is not assigned the franchise name will appear on all your off-market listings made prior to the change.

\*I want to keep my current MLS office ID: \_\_\_\_\_ (initial)

\*\*I want a new MLS Office ID assigned: \_\_\_\_\_ (initial)

\*\*\*All active, contingent, pending, and TOMK listings will appear under the new MLS Office ID and the new Franchise name in the MLS. If you have IDX, please contact Yes-MLS IDX Administrator regarding how this will affect you, if applicable.

\*\*\*\*All off-market listings prior to change will appear under the previous MLS office ID in the MLS.

Participating Broker's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### **Franchise Name Deletion:**

MLS Office ID: \_\_\_\_\_

Previous Name: \_\_\_\_\_ New Name: \_\_\_\_\_

Participating Broker's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**Email Change to [membership@yes-mls.com](mailto:membership@yes-mls.com)**