Roster Change 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 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. Failure to take this required training within the allotted time will result in a $50.00 fine. Thereafter, agent suspension and possible office suspension may result.

Adding Unlicensed Office Support

Name: ___________________________ User ID: ___________________________

Email Address (Required): ________________________________

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

□ Main Office Level  □ Branch Office Level

(Main Class) (Branch Access Only)

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: ________________________________

Changes Authorized By: ___________________________ Date: ___________________________

Submit Change Form to membership@yes-mls.com