

CHANGE FORM - Clerical User

SOMLS

A Clerical User is an individual who is employed by the Participant for the benefit of the entire firm and the Participant wishes for them to have access to the MLS system. An individual agent's personal assistant CANNOT be a Clerical User. A Clerical User may hold an active real estate license, but must also work as office personnel for the Participant. All Clerical Users who will be entering listings must complete a Broker Load Certification course. Any additional authorizations noted below will be activated upon completion of the aforementioned course.

Name _____

Office _____ **Office Code** _____

Email Address _____

ADD Licensed Un-licensed

Will this individual be entering listings, status changes, and other listing information changes ("Broker Load") into the MLS system?

Yes No

Was this individual previously certified to Broker Load with another office?

No Yes. Which office? _____

Login I.D. _____ Password _____

Clerical Users who complete a Broker Load Certification course are certified to enter listings, status changes and other listing information changes into the MLS system. This individual may also be authorized to (check all that apply):

- Modify office information
- Modify office information of additional firm locations.

DELETE

- This individual from my firm.
- This individual as a Clerical User, but he/she has an active real estate license so please keep him/her in my firm as a REALTOR®.

Signature:

Participant or Designated Broker

Date

SOMLS/RVAR Office Use Only:

RAP MLS BLCList Fees

MLS # _____

Password _____