



Roster Change Form

Company Name: _____ Office MLS ID: _____

Adding an Agent or Appraiser

Name: _____ License #: _____

Email Address (Required): _____

Preferred Telephone Number: _____

Primary Board (Required If licensed with a REALTOR broker): _____

Listing Input Authorization: Yes No

Main Office Level
(Main + Branch Capabilities)

Branch Office Level
(Branch Access Only)

Agent Level
(Input w/Status Modification)

Agent Level (Limited)
(Input w/no Status Modification)

Adding Unlicensed Office Support

Name: _____ User ID: *NORMLS Use – Leave Blank*

Email Address (Required): _____

Listing Input Authorization: No Yes: 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: _____

NOTE: When removing agents, appraisers, and chargeable support dues & fees are non-refundable.

Miscellaneous Changes

Name: _____ License # or User ID: _____

NORMLS Pro-Ration Policy: Dues will be assessed semi-annually, one month before their due date of March 1 and September 1. Dues will be prorated monthly, in advance, for Participants and their affiliated licensee(se) not already appearing on Participant's roster at the beginning of the semi-annual billing period. **Charges will be owed for the entire semi-annual billing period in which services are discontinued.**

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

Submit to one of the following options:
5605 Valley Belt Road, Independence, OH 44131
FAX: 216-485-4159
Email: Membership@normls.com