



## MLS Administrative Permissions

Firm Name \_\_\_\_\_ ID# \_\_\_\_\_ \* Date \_\_\_\_\_

\*This will be the default Main office

I hereby request (Name) \_\_\_\_\_ ID# \_\_\_\_\_ to have Administration permissions added to their MLS account in the Knoxville Area Association of REALTORS MLS system to input and update the listing information for:

Only the following agents.

**\*These permissions will not allow the Extension or Cancellation of listings.**

Agent Name \_\_\_\_\_ ID # \_\_\_\_\_

Agent Name \_\_\_\_\_ ID # \_\_\_\_\_

Agent Name \_\_\_\_\_ ID # \_\_\_\_\_

Agent Name \_\_\_\_\_ ID # \_\_\_\_\_

Agent Name \_\_\_\_\_ ID # \_\_\_\_\_

All agents within my Office ID # \_\_\_\_\_

All agents within my branch office ID# \_\_\_\_\_

*(if more than one branch office, list all branch office ID#s)*

You may designate **only** one or two people in your office to Extend listings and to Cancel listings.

***Note: Extension of listings without obtaining the seller(s) written permission prior to expiration of current contract is a violation of the MLS Rules and Regulations.***

I have designated the following to have permission to Extend listings and to Cancel listings for my office(s):

Name \_\_\_\_\_ ID # \_\_\_\_\_

Name \_\_\_\_\_ ID # \_\_\_\_\_

***\*Note: Cancellation of listings prior to expiration and re-entered as a new listing can be construed as misrepresentation.***

I understand that my access to the MLS (as Principal Broker) will have all permissions available to me and I will be able to input, update, cancel and extend listings for my office. I also understand that if anyone in my office extends a listing expiration date without first obtaining the written permission from the seller prior to the original expiration date, will constitute a violation of the MLS Rules and Regulations and subject me to disciplinary action noted in Section 7 of the MLS Rules and Regulations.

Participant Printed Name \_\_\_\_\_ Signature of MLS Participant (Broker) \_\_\_\_\_ ID # \_\_\_\_\_

Branch Office Participant Printed Name \_\_\_\_\_ Signature of MLS Participant (Broker) \_\_\_\_\_ ID # \_\_\_\_\_  
(if applicable)

**Please email completed form to [teresa@kaarmls.com](mailto:teresa@kaarmls.com) or [jared@kaarmls.com](mailto:jared@kaarmls.com).**