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 (if applicable)	Signature of MLS Participant (Broker)	ID #

Please email completed form to teresa@kaarmls.com or jared@kaarmls.com.

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