



EAST TENNESSEE
REALTORS®

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 East Tennessee 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@etnrealtors.com or jared@etnrealtors.com