



MLS Permissions Form – Individual Agent Assistants

Participating Agent: _____

FlexMLS User Name: coa. _____

Broker: _____

Agent Assistants/Clerical Users: _____

FlexMLS User Name: coa. _____

What access would you like this user to have:

- None Access to Approve/Reject Listings (Super use as Agent)
- Member – Ability to add and change listings for the AGENT they assist
- Office – Ability to edit ANY listing listed by this member’s OFFICE *(requires broker signature)*

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Please be advised that if this person leaves your employ, it is your responsibility to notify CAR within 7 days so that this users MLS access is terminated.

Agent Signature

Date

Broker/DR Signature

Date

Brokers signature is required only if you are requesting OFFICE access for this assistant