



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 # \_\_\_\_\_

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.

The Broker will also incur the fines listed below for allowing an Admin to Cancel and re-list any listing with the same Brokerage within 31 days.

Penalties for cancel and re-list within 31 days are as follows:

1st Offense - \$1000

2nd Offense – Fine not to exceed \$15,000 and appear before the MLS Committee.

_____ 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](mailto:teresa@etnrealtors.com) or [jared@etnrealtors.com](mailto:jared@etnrealtors.com)**