

MLS Permissions

Fax: 918.663.8815 or Email: HelpDesk@tulsarealtors.com

NOTE: All MLS users can upload photos, tours and enter open houses for their own listings. In addition, they can enter and access files for their listings on the Transaction Desk system.

*Please select one:

- Agent with Edit – This permission is for a person needing to edit their listings ONLY.
- Office Access with Edit – This permission is for a person that needs access to their office listings only (if there are multiple branches, this limits their access to the one branch they are tied to in our membership database).
- Company Access with Edit – This permission is for a person that needs access to listings for the entire company.
- Personal Assistant for one or more users – If you are needing to access listings for one or more agents in addition to/other than yourself, please print their name(s) below.

Licensee Name: _____ Login ID: _____

I authorize* _____ to have the above selected permissions.

Their email address*: _____@_____

(This is the person that needs access to edit listings.)

I will notify MLS Technology immediately if this person is no longer affiliated with my company or I wish to remove their permissions for any other reason. Further, I will submit an updated version of this form anytime I would like to modify their permissions, at which time, the new form will supersede any previously authorized permissions.

PRINT MLS Participant Name*: _____ Date: _____

(This is the Designated REALTOR for the company OR the person that is authorized to sign documents for the Designated REALTOR of the company.)

Company Name*: _____ Office ID#: _____

MLS Participant Signature*: _____

(* info required)