

LISTING RIGHTS CHANGE FORM
Tulare County Multiple Listing Service

2424 E Valley Oaks Drive, Visalia CA 93292 | P (559) 627-1776 | EMAIL support@tcmls.org

Broker-Participant manages listing rights for all agent-subscribers in the firm and may grant additional MLS access by going to:

Member Portal > Brokerage > Roster > [Agent Name] > MLS Access.

Broker-Participant may also authorize the MLS to update listing rights of any subscriber affiliated with the firm by completing and returning form.

Complete & return only if Broker-Participant request MLS to update listing rights of Agent-Subscriber

Agent-Subscriber	
Print Name	
License #	
Assigned Firm Name	
Assigned Firm Address	

By default, agent subscribers have “Level 3, Member Rights” to add, modify and approve agent subscriber’s own listings. Complete and return only if broker-participant request agent subscriber to have different listing rights.

Select One	<input type="checkbox"/> Level 1, Query: Listing query only. <u>Cannot</u> add, modify or approve listings.
	<input type="checkbox"/> Level 2, Limited: Add & modify own listings but <u>cannot</u> change status/price or approve listings. Level4/5 users required to approve.
	<input type="checkbox"/> Level 3, Member: Add, modify and approve own listings. [STANDARD LISTING RIGHTS]
	<input type="checkbox"/> Level 4, Office: Manage all listings in assigned office listings (Typically <i>office managers or listing administrators</i>)
	<input type="checkbox"/> Level 5, Company: Manage all listings in all company offices. (<i>Brokers and designated company managers</i>)

Broker-Participant authorizes TCMLS to modify the listing rights of the above MLS Subscriber in their office and understands that it may take up to 3 business days from time of receipt to complete the request.

Broker-Participant Signature	
Print Broker Name	
Broker Signature	Date