

Broker Load Update



**MULTIPLE LISTING SERVICE OF
SOUTHERN ARIZONA**

2445 N Tucson Blvd.
Tucson, AZ 85716

p. (520) 382-8800
e. techsupport@mlssaz.com

To ensure orderly and timely completion, please submit this form signed by the broker to the MLS Of Southern Arizona via email at techsupport@mlssaz.com

Any field marked with an (*) is a required field. The remaining fields shall only be filled if the information is being updated.

IMPORTANT NOTICE: Updating an Agent's broker load within FlexMLS may grant certain permissions within FlexMLS allowing and individual to make updates to office & company information.

*Agent Name:

*Agent ID #:

*License #:

*Office Name:

*Office ID #:

*Broker Load Settings Selection:

- **Partial** - ability to add & change (*circle one*: individual, office, company) listings as follows:

You can make multiple selections

- Add Listing
- Change Listing
- Price Change
- Photos, Documents, Videos, Virtual Tours
- Open Houses & Tours
- Map Location
- Supplement
- Remarks
- Supra
- Status Change

- **None** - the user cannot edit any listings

- **Member** - the user can edit their own listings

- **Office** - the user can edit any listing in the office they belong to

- **Company** - the user can edit any listing in the company they belong to

IMPORTANT NOTICE: By signing this form, you are confirming that you understand the MLS broker load permissions being granted to the named agent.

*Printed Broker Name

*Broker Signature

*Date

Once this form has been completed and signed, please email to techsupport@mlssaz.com. Please allow for two (2) business days processing time.

MLSSAZ Use Only

Completed by: Date: