



**Greater Baton Rouge Association of REALTORS®
and Multiple Listing Service**

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MLS REALTOR® MAINTENANCE AUTHORIZATION

The MLS recognizes that a Participant may wish to designate certain subscribers within their office to be responsible for overseeing the input, maintenance and reporting of information to the MLS.

In order for the MLS to grant maintenance rights to a subscriber two things must happen:

- 1) The Participant must authorize maintenance rights for the subscriber using this form and
- 2) The subscriber must **complete** training on listing input and maintenance from www.enteritright.com **before** such access will be granted.

I wish to designate the following subscriber account as:

_____ **A REALTOR® Manager (RM) Subscriber**

A REALTOR Manager Subscriber can perform maintenance on ALL listings of ALL subscribers within their own office.

_____ **A REALTOR® Edit (RE) Subscriber**

A REALTOR Edit Subscriber can perform maintenance on ONLY THEIR OWN LISTINGS.

Granting a subscriber maintenance rights to the system does not release the Participant from any liability or responsibility for the information contained in the listing. The MLS also reserves the right to withdraw maintenance rights in the event of repeated rule violations related to listing maintenance.

I have read the above information and wish to grant the following subscriber maintenance rights on the MLS as indicated above.

Subscriber Name (Please Print)

Subscriber ID (B-Number)

Participant's Name (Please Print)

Participant's Signature

Date

FOR MLS STAFF USE ONLY:

Subscriber completed www.enteritright.com training:

Date

Change entered into membership:

Date

**Once changes are keyed into membership, document should be sent to laserfiche
Updates from membership may take 24 hours to be reflected in the MLS**