

Subscriber Change Form

Use Document 1334 Staff Change Form for input Personnel or Office Manager user access levels.
Use Document 1339 Personal Assistant Change Form for Personal Assistants.

RMLS™

Document #1322

Please print clearly

Revision Date: 1/1/2025

SUBSCRIBER CURRENT INFO.	REQUIRED	Full Name: _____	Web Subscriber ID: _____								
		Primary Email: _____ (This is your RMLS billing email)	Web Office ID: _____ (Formerly Broker Code)								
Office Name: _____											
Office Type: ☐ REALTOR® ☐ Appraiser ☐ Affiliate											
UPDATED PERSONAL INFORMATION	Check only items that are changing and enter only new information										
	☐ New Name: _____										
	☐ New Email: _____										
	☐ New Primary Phone: _____ ☐ Office ☐ Cell ☐ Home										
	☐ New Mail Preference: ☐ Home ☐ Office										
	☐ New Website URL: _____										
☐ *New Web Subscriber ID: <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											*Important Note: This form will update how RMLS contacts you, and your information on new listings. Your contact information will NOT be updated on existing listings. To update your contact information on listings, please update each listing in Listing Load. To change information used in reports and client emails, please update the User Preferences section in RMLSweb. New Home Address: _____ * When selecting a new Web Subscriber ID, please use the letters of your last name, followed by your first name, to a maximum of 8 letters. We will contact you if your Web Subscriber ID duplicates an already existing one.
UPDATED OFFICE INFO.	☐ *Transfer to office: _____ *If Subscriber has Personal Assistants (ST), please complete form 1339 for each.										
	Web Office ID: _____ (Formerly Broker Code)										
Office Address: _____ (Full address)											
Participant Broker: _____ (Print name)											
SUBSCRIBER STATUS CHANGE	☐ New User ☐ Broker: Can add/modify own listings only (AA) ☐ Broker: Can add/modify listings for Brokerage office (BR)										
	Access Level: ☐ Broker: No access to add/modify listings (AG) ☐ Participating/Managing Broker: Can add/modify listings for entire Brokerage Firm (HB)										
	(Check one)										
	For a detailed description of user access levels, consult your brokerage's Principal/Managing Broker or reference form 1310 on RMLSweb.										
☐ Termination: The Subscriber named above will be removed from RMLS and will not be billed for services next quarter. If you wish to discontinue your RMLS services while continuing to hang your license in a Participating office, please submit Document 1323: Waiver Application instead of this form.											
Reason ☐ Inactivate License ☐ Sent License in to State (Choose one): ☐ Office Closed ☐ Moved to Non-participating Office ☐ Other (Explain): _____											
☐ Reinstatement If reinstating after a 1+ year absence, complete Doc. 1320 instead of this form. All fees must be paid in full to activate service.											
Reinstating SentiLock Service ☐ Yes ☐ No ☐ N/A											
LOCKBOX SERVICE	☐ Reactivate Service: (\$25 Activation Fee)										
	☐ Deactivate Service: You will receive a confirmation email. Fees for current service period are non-refundable. Deactivating lockbox service does not close your RMLS account. If you wish to terminate your RMLS account mark the Termination box and select a reason.										
ALT. FRONT END	☐ Paragon MLS System Access: \$60/quarter										

By the signature of your Participant Broker for the transactions listed below their signature, this will amend the Subscriber Agreement and SentiLock Agreement, if applicable, on file with RMLS.

Participant Broker/Primary Appraiser/Primary Affiliate
(Print Name)

Subscriber's Signature

Participant Broker/Primary Appraiser/Primary Affiliate
(Signature)

Required for transfers, reinstatements, & user access level changes.

Today's Date

Effective Date

Please **EITHER** fax this document to 503.230.0689 (outside Portland Metro area use 877.256.2170) **OR** email a pdf copy to frontdesk@rmls.com. **Please do not do both.** We strive to process your submission within 24 hours after receipt, however, please allow up to 48 hours. We will contact you with login and payment instructions.

RMLS Use Only	CRM ID #: _____	Ofc. CRM ID #: _____	Initials: _____	Date: _____
TRANSFER: Email verified: _____ License/NRDS verified: _____ License exp. date updated in CRM: _____				
REINSTATEMENT: License/NRDS verified: _____ License exp. date updated in CRM: _____ Future qtr. reinvoiced: Y ___ N ___ N/A ___ Current qtr. invoice deleted: Y ___ N ___ N/A ___				
TERMINATION: License verified: _____ SentiCard® terminated: _____ Future qtr. refunded: Y ___ N ___ N/A ___				
LOCKBOX SVC.: Terminate: Card term'd: _____ Active with RMLS- Chngd. Mrbsp. Type: _____ Reactivate: Activation fee pd.: _____ Svc. activated with: ___ C card ___ P card CRM note(s): _____ SUC				