



Office Name Change Form

DBA (Doing Business As) Change:

MLS Office ID: _____

Previous Office DBA: _____ New Office DBA: _____

NOTE 1: A copy of the office license reflecting the new DBA name must accompany this change form for processing.

NOTE 2: A new MLS Office ID will be assigned to the new DBA. All active, contingent, pending, and TOMK listings will appear under the new MLS Office ID and the new DBA name in the MLS. If you have IDX, please contact NORMLS IDX Administrator regarding how this will affect you, if applicable.

NOTE 3: All off-market listings prior to change will appear under the old DBA name in the MLS.

Participating Broker's Signature _____ Date: _____

Franchise Name Addition:

MLS Office ID: _____

Previous Office Name: _____ New Office Name: _____

NOTE 1: If there is no change in your DBA then an office license is not required.

NOTE 2: Assignment of a new MLS Office ID is optional. If a new ID is not assigned the franchise name will appear on all your off-market listings made prior to the change.

*I want to keep my current MLS office ID: _____ (initial)

**I want a new MLS Office ID assigned: _____ (initial)

***All active, contingent, pending, and TOMK listings will appear under the new MLS Office ID and the new Franchise name in the MLS. If you have IDX, please contact NORMLS IDX Administrator regarding how this will affect you, if applicable.

****All off-market listings prior to change will appear under the previous MLS office ID in the MLS.

Participating Broker's Signature _____ Date: _____

Franchise Name Deletion:

MLS Office ID: _____

Previous Name: _____ New Name: _____

Participating Broker's Signature _____ Date: _____

Email Change to membership@normls.com



Office Change Form

(For Name Changes use the Office Name Change Form)

Office Address Change:

MLS Office ID: _____

New Office Address: _____

NOTE 1: A copy of office license reflecting the new office address must accompany this change form for processing.

Participating Broker's Signature _____ Date: _____

Office Phone and/or Fax Number Change:

MLS Office ID: _____

Telephone Number: _____ Fax Number: _____

Broker/Office Manager Signature _____ Date: _____

Office Email and/or Webpage Address:

MLS Office ID: _____

Office Email: _____ Web Page Address: _____

Broker/Office Manager Signature _____ Date: _____

Designate or Non-Designate an Office Manager:

Designating:

Non-Designating:

MLS Office ID: _____

Name: _____ NORMLS User ID: _____

Participating Broker's Signature _____ Date: _____

NOTE 1: To add an Office Manager, they must have a NORMLS user ID and be in an active status with our MLS.

Email Change to membership@normls.com