

Which MLS Forms do I need?

I need to transfer an agent to my Brokerage:

- Agent Status Change and Lockbox Form—signed by both the releasing and accepting Broker and Agent
- Member Profile/Subscriber Agreement—signed by the Agent
- Broker Acknowledgement/Access Authorization —signed by the Broker

I need to add a New Agent:

- Member Profile/Subscriber Agreement—signed by the Agent
- Broker Acknowledgement/Access Authorization —signed by the Broker
- Confirmation of Association Membership (NRDS Number for UVAR, GBAR, Non-shareholder Associations, or a completed Membership Application for GIFAR)
- Your new agent must contact the MLS board office to arrange MLS/Supra access and pay fees.***

I need to add a Personal Assistant/Office Staff/Create a Team:

- Broker Authorization for Office Staff/Personal Assistant—signed by the Broker (and agent if adding a personal assistant)

I need to make an Agent Inactive:

- Agent Status Change and Lockbox Form—signed by Broker showing their inactive status.

I need to reactivate an Agent:

- Member Profile/Subscriber Agreement—signed by the Agent
- Broker Acknowledgement/Access Authorization —signed by the Broker
- Confirmation of Association Membership (NRDS Number)
- Agent needs to call the MLS office to re-activate their Navica/Supra accounts***

****No action will be taken by the MLS Staff until all of the correct paperwork has been received and we have confirmed License Status with the Idaho Real Estate Commission.**

Please send completed paperwork to admin@gifar.org