



## TEAM INFORMATION FORM

Email: [membership@carolinahome.com](mailto:membership@carolinahome.com)

New     Office/Firm Transfer     Discontinue Team  
 Team Name Change (ID # \_\_\_\_\_)

The Member Participant of the office must complete and submit this form to request a new team, transfer a team, discontinue a team, or change a team name. Please refer to the [Teams and Assistants](#) policy for further information.

### TEAM INFORMATION:

Member Requesting Team: \_\_\_\_\_ User ID: \_\_\_\_\_

Team Name: \_\_\_\_\_

Team Address: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip

Primary Team Phone #: \_\_\_\_\_  Office  Cell  Other

E-mail: (Required) \_\_\_\_\_

Web site: (team, if applicable) \_\_\_\_\_

Is this team established as a firm with the NCREC and/or SCLLR?     YES\*     NO

\*If yes, team member established as BIC: \_\_\_\_\_

Previous firm/office affiliation (if applicable): \_\_\_\_\_

### FIRM INFORMATION: Member Participant (MP) Authorization for Team

Firm name: \_\_\_\_\_ Office Code: \_\_\_\_\_

I, \_\_\_\_\_ (MP, print), request Canopy MLS for the above listed team affiliated with my firm.

Member Participant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This firm will appear as the List Office on all listings for the team and as the Selling Office on all closings for the team. The Firm MP is responsible for compliance with the Canopy MLS Rules and Regulations, and the Firm Designated Realtor® is responsible for compliance with the Code of Ethics regardless if the team leader is established as the BIC of the team.

### MANAGING TEAMS:

Once a team has been created, the Member Participant of the office can add or remove agents from the team as needed. This is done by clicking the "Add/Edit" tab, "Edit Existing" agent roster, then enter the ID of the agent and click Modify. The next page will have an option to "Manage Team"

The Member Participant, or any agent on the team, can manage listings associated with the team, as long as the team's MLS ID is in the "List Team MLS ID" or "Co-List Team MLS ID" field.