TEAM INFORMATION FORM

Phone: 704-940-3110 Fax: 980-556-7803
Email: membership@canopyrealtors.com

___ New ___ Firm Change/Transfer ___ Discontinue Team

___ Team Name Change (Existing Team ID # _____)

The Member Participant of the office must sign authorizing 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:

Subscriber Requesting Team: _____ User ID: _____

Team Name: _____

Team Address: _____ _____ _____ _____
Street 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 MLS Code: _____

I, _____ (Member Participant, print), MLS Login ID _____ request Canopy MLS for the above listed team affiliated with my firm.

MP 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 is responsible for adding or removing 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.