



# AGENT LISTING INPUT PRIVILEGES FORM

Listing Input privileges are established for all licensees in an office upon initial subscription to Realcomp.

**To override these initial privileges, please use this form. Simply complete and return to Realcomp at support@realcomp.com. PLEASE PRINT LEGIBLY.**

<b>OFFICE INFO</b>					
OFFICE NAME: _____			OFFICE ID: _____		
ADDRESS: _____					
CITY, STATE & ZIP: _____					
DESIGNATED REALTOR® EMAIL: _____					
PHONE: _____			FAX: _____		

  

<b>LISTING INPUT ACCESS CODES AND DESCRIPTIONS</b>	<b>LISTINGS ADD</b>	<b>LISTINGS EDIT</b>	<b>PHOTOS</b>	<b>OPEN HOUSES</b>	<b>VIRTUAL TOURS</b>
AOI – AGENT WITH ADD/EDIT RIGHTS FOR <u>ENTIRE OFFICE</u>	YES	YES	YES	YES	YES
AAI – AGENT WITH ADD/EDIT RIGHTS FOR THEIR OWN LISTINGS	YES	YES	YES	YES	YES
AEO – AGENT WITH EDIT ONLY RIGHTS FOR THEIR OWN LISTINGS	NO	YES	YES	YES	YES
APO – AGENT WITH ADD/EDIT RIGHTS FOR PHOTOS, OPEN HOUSES, AND VIRTUAL TOURS. NO LISTING INPUT.	NO	NO	YES	YES	YES
ANI – AGENT WITH <u>NO</u> INPUT RIGHTS	NO	NO	NO	NO	NO

  

**LISTING INPUT OVERRIDE INSTRUCTIONS – PLEASE CHECK ONE OF THE FOLLOWING:**

☐ **DO NOT PROVIDE LISTING INPUT PRIVILEGES TO ANY OF MY AGENTS. -OR-**

☐ **DO NOT PROVIDE LISTING INPUT PRIVILEGES TO ALL OF MY AGENTS. INSTEAD, PROVIDE THE INDIVIDUALS LISTED BELOW WITH THE PRIVILEGES I HAVE REQUESTED. -OR-**

☐ **LEAVE ALL CURRENT PRIVILEGES AS IS WITH THE EXCEPTION OF THE AGENTS LISTED BELOW.**

  

<b>AGENT NAME</b>	<b>REALCOMP AGENT ID</b>	<b>DESIRED LISTING INPUT ACCESS</b>	<b>ACTION REQUESTED</b>
_____	_____	<input type="checkbox"/> AOI <input type="checkbox"/> APO <input type="checkbox"/> AAI <input type="checkbox"/> ANI <input type="checkbox"/> AEO	<input type="checkbox"/> Add New Access <input type="checkbox"/> Modify Existing Access <input type="checkbox"/> Remove Access
_____	_____	<input type="checkbox"/> AOI <input type="checkbox"/> APO <input type="checkbox"/> AAI <input type="checkbox"/> ANI <input type="checkbox"/> AEO	<input type="checkbox"/> Add New Access <input type="checkbox"/> Modify Existing Access <input type="checkbox"/> Remove Access
_____	_____	<input type="checkbox"/> AOI <input type="checkbox"/> APO <input type="checkbox"/> AAI <input type="checkbox"/> ANI <input type="checkbox"/> AEO	<input type="checkbox"/> Add New Access <input type="checkbox"/> Modify Existing Access <input type="checkbox"/> Remove Access

  

<b>AUTHORIZATION</b>
BROKER/DESIGNATED REALTOR® SIGNATURE: _____
NAME PRINTED: _____ DATE: _____