

SAUK VALLEY ASSOCIATION OF REALTORS®

BROKER OWNER REQUEST FOR AGENT ACCESS CODE CHANGE

Date: _____

To the Sauk Valley Association of REALTORS®

I request that my agent: _____ have their access code
changed from a 3 level to a _____ level as defined below.

Level Access Definitions:

- LEVEL 3 Agents: Full Read Access – users are able to perform all functions and see all listings, but cannot add or modify listings.
- LEVEL 4 Agents/Brokers: Full Read Access and User Input – ability to input and maintain agent’s own listings.
- LEVEL 5 Brokers/Broker Staff: Full Read Access and Office Input – ability to input and maintain all listings with your office and run Firm Inventory searches for entire office.

I understand that I have to right to change this at anytime by completing another Broker Owner Request For Agent Access Code Change Form

Broker Owner Printed Name

Broker Owner Signature