



# CRMLS PUBLIC TEAM REGISTRATION

The “Teams” function allows an agent to work with other agents, or assistants, and gives their Team full control over their account in Matrix. This control includes Contacts, Saved Searches, Add/Edit of Listings, Printing of Reports, Email, and Auto Email.

## What is your Team Name?

The Team Name must contain the word “Associates, Group or Team” AND the name of the team MUST contain the last name of the licensed Team Lead. For all Teams who choose to utilize the Team Name feature, there must be at least 2 licensees on the Team. For Teams that have filed a Fictitious Business Name, they may utilize only that filed name.

\_\_\_\_\_

*(Add Name Here)*

## Who is the Team Lead?

Full name: \_\_\_\_\_

User ID: \_\_\_\_\_

State License #: \_\_\_\_\_

## What is your Office Name?

Office Name: \_\_\_\_\_

Office Code: \_\_\_\_\_

Office State License #: \_\_\_\_\_

## Who are your Team Members?

All members of the team must be within the same brokerage firm.

1) Full name: \_\_\_\_\_

User ID: \_\_\_\_\_

State License #: \_\_\_\_\_

2) Full name: \_\_\_\_\_

User ID: \_\_\_\_\_

State License #: \_\_\_\_\_

3) Full name: \_\_\_\_\_

User ID: \_\_\_\_\_

State License #: \_\_\_\_\_

4) Full name: \_\_\_\_\_

User ID: \_\_\_\_\_

State License #: \_\_\_\_\_

*\*If you have additional team members please attach and additional form.*

**What is your shared team information (if applicable)?**

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

By signing below, I authorize the Team Members to have access to the Team in the MLS. I acknowledge that a written agreement exists between the Team Lead, Team Members and Broker.

I further acknowledge that the Team Lead and Designated Broker will be responsible for all Compliance issues created by any member of the team.

\_\_\_\_\_  
Team Lead Signature

\_\_\_\_\_  
Designated Broker/Office Manager Signature

\_\_\_\_\_  
Team Lead Printed Name

\_\_\_\_\_  
Designated Broker/Office Manager Printed Name