

Listing Input & Maintenance (LIM) Office Participation Form

Broker/Manager authorization is required for Office participation in Listing Input & Maintenance (Broker Load) to enter, edit, and close a company's listings through Paragon. This form provides information needed by MLS in order to complete required company information for Listing Input & Maintenance settings, and authorization to set LIM access for company staff and/or agent members.

Firm / Office ID#: _____

Company Name: _____

Company Address: _____

LIM Notification Email Address(es): _____

The iChecker program uses the notification email address to send courtesy notices and warnings in the event of possible Rules violations. It is also used for nightly compilation emails summarizing the day's listing additions/changes.

LIM Authorization Instruction for RANW MLS:

LIM training is required for all members who will be entering or editing listings. Training may be performed online via Paragon's Online Academy &/or via webinar. In addition to training on the Paragon LIM program, participating companies should provide information to staff/agents regarding company procedures to support LIM.

Managers and Office Assistants ONLY:

Access to LIM shall be granted only and immediately to company managers and office assistants. Agents will not be allowed to perform LIM, regardless of training.

Managers, Office Assistants, and Agents:

Access to LIM will be granted automatically and immediately to all managers, office assistants, and agents.

I understand the LIM information provided by RANW MLS, and wish to have my company participate in this optional program. All of our company's listings will be processed through LIM in accordance with RANW MLS Rules and regulations.

Date: _____

Broker/Manager Signature: _____

Items below for Internal RANW MLS Use Only:

Add LM Y/N to Firm Record Add LM Notif Email to Firm Record

LIM Start Date: _____

Processed by: _____