

METROLIST User Form**Fax To: (303) 850-9637****SIGNATURE of Employing Broker****Instructions**• **Signature**

The Employing broker's signature is needed to process this form

■ ADD User account**Instructions**• **Username**

Last 6 digits of your Real Estate Lic. number

• **Name**

Name on your Real Estate License

• **Email Address**

Primary email address

• **Password**

6 character minimum, 12 maximum

• **Broker Load** Yes No

Needed to Add and Change Listings

• **Office ID**

5-digit code assigned by Metrolist, Inc.

• **Office Name**

Name of your real estate office

• **Office Ph/Fax**

Phone: ()

Fax: ()

Primary office phone and fax numbers

Mailing Address

Address

City

State

Zip

Only if different than office mailing address

Pro. Designations

For example, CRS, GRI, etc.

Website Address

Displays on print formats, User's record, etc.

■ EDIT User account**Instructions**• **Username**

Last 6 digits of your Real Estate Lic. number

• **Name**

Name on your Real Estate License

• **Email Address**

Primary email address

Password

6 character minimum, 12 maximum

Broker Load

 Yes No

Needed to Add and Change Listings

Mailing Address

Address

City

State

Zip

Only if different than office mailing address

Pro. Designations

For example, CRS, GRI, etc.

Website Address

Displays on print formats, User's record, etc.

■ DELETE User account**Instructions**• **Username**

Last 6 digits of your Real Estate Lic. number

• **Name**

Name on your Real Estate License

• **Email Address**

Primary email address

• **Office ID**

5-digit code assigned by Metrolist, Inc.

■ TRANSFER User account**Instructions**• **Username**

Last 6 digits of your Real Estate Lic. number

• **Name**

Name on your Real Estate License

• **Email Address**

Primary email address

• **Password**

6 character minimum, 12 maximum

• **Broker Load** Yes No

Needed to Add and Change Listings

• **Office ID**

5-digit code assigned by Metrolist, Inc.

Office Name

Name of your real estate office

Mailing Address

Address

City

State

Zip

Only if different than office mailing address