



MLS COMMITTEE

REQUEST FOR POLICY OR DATA FIELD CHANGE

The MLS Committee will review your request. Clear and concise description of the problem or issue that prompted the request is absolutely necessary. This will help the committee understand the need for the change as well as determine the impact to the average user of the MLS. Brief but detailed, well-explained requests have a greater chance of implementation.

Requested By - Agent Information

(All Fields REQUIRED):

Agent Name: _____
Company: _____
Telephone: _____
Email: _____
Agent Signature: _____

Requesting Broker Information

(All Fields REQUIRED):

Broker Name: _____
Company: _____
Telephone: _____
Email: _____
Broker Signature: _____

PLEASE NOTE: All requests need to be submitted no later than three weeks prior to the next scheduled MLS Committee meeting to be considered at that meeting.

Description of your proposed policy or data field change (REQUIRED):

Summary of the problem or issue that prompted this request (REQUIRED):

Additional information about your request (not all apply to every request):

How do you personally intend to use the requested change?

What would this change offer that is not currently possible in the MLS?

How will this change affect your business model?

What benefit does this change provide to the MLS membership as a whole?

If you are requesting a new field:

Should the field display on the public and private (agent only) reports?

Is there a specific location on the REPORTS (public/private) where this should be displayed?

Should every agent be required to complete/fill-in this field (or should it be optional)?

Is there a specific location on the listing WORKSHEET/online ADD/CHANGE screen where this should appear?

**Please complete all fields above and email to mlspolicy@columbusrealtors.com
or fax to (614) 416-0258.**