



MLS PIN

**TEAM ID  
INFORMATION FORM**

Revised 11/17/2023

Use this form for subscribers requesting a Team ID number. Email this form to [membership@mlspin.com](mailto:membership@mlspin.com).  
Please call MLS PIN Membership at 1-800-695-3000, option 3 if you have any questions.

**IMPORTANT NOTES—PLEASE READ:**

- Subscribers of the Team will continue to have separate ID numbers to be used when accessing Pinergy.
- The Team ID number and Team name will appear when any subscriber is the List Agent or Sale Agent on future Listings
- Subscribers of the team will continue to be invoiced quarterly. If their quarterly fee is not paid on the due date and their MLS service is suspended, the Team ID will also be suspended until payment is received.
- If, at some future date, the Team dissolves, MLS PIN will not change any Sold Listings assigned to the Team as either List Agent, Sale Agent, or both. In addition, any Contacts assigned to the Team will need to be reassigned by your principal/Manager before the team is inactivated.
- MLS PIN will email your Team ID number when your request has been processed.
- A \$100 set-up fee for all New or Reactivating Team IDs must be paid before the ID will be activated.
- **PLEASE ALLOW 24-48 HOURS FOR ALL CHANGES TO BE PROCESSED.**

**Subscriber Information:** (A minimum of two active subscribers are required to form a Team.)

	Name	MLS PIN ID	License #	Exp. Date
1st Subscriber	_____	_____	_____	_____
2nd Subscriber	_____	_____	_____	_____
3rd Subscriber	_____	_____	_____	_____
4th Subscriber	_____	_____	_____	_____

**Team Information:**

Team Name: \_\_\_\_\_  
(Please write how you would like your Team Name to appear in MLS PIN.)

Team Email Address: \_\_\_\_\_  
(This is the address MLS PIN will email your ID number to when your request is processed.)

Team Telephone #: \_\_\_\_\_  
(This number will appear on your listings.)

Billing Email Address: \_\_\_\_\_  
(This is a separate email address to have the \$100.00 set-up invoice emailed to.)

**Office Information:** (Note: To make a change to office information, please use the Office Information Form.)

Name: \_\_\_\_\_ MLS ID: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**Please answer the following questions:**

1. MLS PIN can automatically move all of your existing Contacts to the Team ID.

Would you like us to do so?\*

YES       NO

2. MLS PIN can automatically move all of your existing ACT/WDN/UAG Listings to the Team ID.

Would you like us to do so?\*

YES       NO

\* You will have the ability to move your Contacts and Listings to the Team ID yourself once we process this change. Please Note: Once moved, only the Principal or Office Manager can move them back.

**Signatures:** (Note: All Subscribers of the Team, as well as the Office Principal or Manager, must sign this form.)

\_\_\_\_\_  
*Signature 1st Subscriber*

\_\_\_\_\_  
*Signature 2nd Subscriber*

\_\_\_\_\_  
*Signature 3rd Subscriber*

\_\_\_\_\_  
*Signature 4th Subscriber*

\_\_\_\_\_  
*Name of Participant or Office Manager (Please Print)*

\_\_\_\_\_  
*Signature of Participant or Office Manager*

\_\_\_\_\_  
*Date*