

**Please complete and return to [membership@lstar.ca](mailto:membership@lstar.ca)**

Please complete this form if you wish to authorize Salespeople in your office to process Amendments, Changes and Sales. Note that the ability to process Amendments, Changes and Sales can't be separated in the system once training is completed and permissions are granted.

If you **do not** want a Salesperson to complete some of these changes, for example, Sales, **this needs to be communicated to that individual and monitored within the Brokerage.**

All members will go through a training prior to being authorized.

- 1. Please list SALESPeOPLE you are allowing to process Amendments, Changes and Sales on their own listings: (this is for one individual to process "their" own listing)**


- 2. List the name of the salesperson that you wish to be able to do Amendments, Changes and Sales for your **ENTIRE OFFICE.****

Name of Staff Members for the **ENTIRE OFFICE**

Office Name	
Broker / Manager's Signature	
Please print your name	

- 3. Do you allow salespeople in your office to do contract changes for your brokerage such as price changes and expiry extensions?**

Yes                      No

\*Broker Initials Required