

## APPLICATION FOR OFFICE ADMINISTRATIVE STAFF

NEW ADMINISTRATIVE STAFF INFORMATION:			
First Name:		Middle Initial:	
Last Name:		Suffix <input type="checkbox"/> Jr, <input type="checkbox"/> III, <input type="checkbox"/> Sr, <input type="checkbox"/>	
Office Phone:			
Cell Phone:		Preferred Phone:	
License # (if applicable):			
Email:			

COMPANY INFORMATION:			
Office Name:			
Office Address:			
Office Phone:		Fax:	
ACCOUNT TYPE:			
<b>X</b>	Unlicensed Clerical Staff (Employed by Office-Assume Identity Only)		

This serves as authorization to activate the following individual as MLS Administrative Staff.

An individual logging into the MLS must have their own USER ID and password; this includes Office Administrative Staff and individual Personal Assistants.

A limited number of Unlicensed Office Administrative Staff who are employed by the Managing Broker to provide support services on behalf of the office can choose to be set up with Assume Identity (1 Staff person for every 2 Brokers). The cost for additional staff is \$15 per month, billed bi-monthly (\$30).

Office Administrative Staff who have an active license must join the Association as a REALTOR® member and pay MLS fees of \$57.50 per month (\$115 bi-monthly).

Unlicensed individuals who provide support services for an agent(s) or a team(s) are considered Personal Assistants. Personal Assistants must pay MLS fees of \$15 per month, billed bi-monthly (\$30). This amount will be billed to the agent requesting this service.

Managing Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_