

APPLICATION FOR PERSONAL ASSISTANT

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:			
X	Personal Assistant (Not employed by Office) – unlicensed individual providing support service for an Agent(s) and/or Team(s). Agents will be charged MLS fees of \$15 per month, billed bi-monthly (\$30).		

This serves as authorization to activate the following individual as a Personal Assistant. I have chosen the account type below.

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. Request a separate Office Administrative Application for this service.

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 broker requesting this service.

Requesting Broker's Signature: _____ Date: _____