



APPLICATION FOR ASSISTANT ACCESS

I authorize MLSListings or its representatives to verify any information provided herein.

I understand that the Assistant set forth on this form will gain access to all MLS features available to the Agent(s) or Team(s) or Office(s) they are authorized to assist, including listings, Bill Pay (with last four digits of credit card number), and client contact information. As an Agent, I certify that my Designated Broker Participant gives them the authorization and understand that we are responsible for the proper use of that information in our office. **I understand that this assistant is authorized to “act on behalf of” this list of Agent(s), Office(s) Appraiser(s), and/ or Team(s) managed under the Broker Participant.**

I agree to notify MLSListings immediately of any changes to this list. **All MLSListings subscribers, including Agents, Appraisers and Assistants, are subject to the MLS Rules and MLS Data Policies.** Participant assumes all responsibility for the acts of the licensed and non-licensed office Staff who have access to the Service. Participant acknowledges and warrants that this individual performs only administrative and clerical tasks that do not require a real estate license or an appraiser’s certificate or license.

Assistant’s Information

Type of Assistant: **Personal Assistant (Agent/Appraiser Assistant)**
 Office Assistant (Broker/Head Appraiser Assistant)

Full Name _____

Email Address _____ Phone # _____

Assistant is non-licensed Assistant is licensed # _____

Authorized to assist the following Agent, Appraiser or Office(s). Please list the Agent’s BRE, Appraiser ID or if for an office, the Office Broker Code (s).

*Assistant Fees: \$25 MLS Initiation Fee plus \$100 Annual Fee Per Seat
Please remit MLSListings Schedule of Fees along with your application.*

Broker/Agent/Appraiser Information

Responsible Broker, Agent, or Appraiser’s Name: _____

BRE or ID# _____

Responsible Agent or Appraiser’s Signature: _____ Date _____

Broker or Head Appraiser’s Signature - Required: _____ Date _____