

## 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 further 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. Clerical users are not authorized to have keys or lockboxes and may have other access restrictions.

### Assistant 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, BRE# \_\_\_\_\_

Authorized to assist the following Agent, Appraiser, or Office(s). Please list the Agent’s BRE number, 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/Appraiser Name: \_\_\_\_\_ BRE or ID# \_\_\_\_\_

Responsible Agent or Appraiser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Broker or Head Appraiser Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Prepared By: \_\_\_\_\_

Please print clearly. Everything with an asterisk (\*) indicates a required field.

Licensee Name:

\_\_\_\_\_

Prefix                      First\*                      Middle                      Last\*                      Suffix

Office Name\*: \_\_\_\_\_

BRE/Appraiser Number\*: \_\_\_\_\_ Broker Code and Branch Number\*: \_\_\_\_\_

	PRICE X	QTY =	SUBTOTAL
CLERICAL ASSISTANT INITIATION FEE .....	\$25 X	=	_____
CLERICAL ASSISTANT (ANNUAL FEE PER SEAT) .....	\$100 X	=	_____
		<b>GRAND TOTAL</b>	<b>= _____</b>

VISA    AMERICAN EXPRESS    MASTERCARD    DISCOVER    CHECK/ M.O. #: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Address:

\_\_\_\_\_

Street                      City                      State                      Zip Code

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**MLS FEES ARE NON-REFUNDABLE**

Please email this completed form to [support@mlslistings.com](mailto:support@mlslistings.com) or fax it to (408) 874-1250.