

**Office Administrator
and
Personal Assistant
Application for access to the GSMAR MLS**

Office Administrator

Please note: An Office Administrator has full access including searches, prospecting and CMA's. Plus, they have the ability to maintain the firm's inventory and do reports on individual agent's and the firm's stats.

If signing up as an Office administrator, we must have the signature of the Designated Broker for that office on this form.

If an Office Administrator is a licensed real estate agent, they must pay for MLS access as an agent not as an administrator. Agents can be set up as an administrator once their agent profile is set up in our MLS.

Billing for the Office Admin will be sent to the office's Designated Broker.

Personal Assistant

As it sounds, a personal assistant is one that works for an individual agent(s). The personal assistant has the same access level as the agent(s) they work for.

If a Personal Assistant is a licensed real estate agent, they must pay for MLS access as an agent not as an assistant. Agents can be set up as an assistant once their agent profile is set up in our MLS.

Billing for the personal assistant will be sent to the agent the assistant is assigned to.

**Please specify whether the applicant is an
Office Administrator _____ or a Personal Assistant _____**

Name of the Administrator/Assistant: _____

Phone number of A/A: _____

A/A Email: _____

Agent/Designated Broker that is responsible for the Administrator/Assistant:

Please list the persons that the personal assistant will need access to in the MLS. Do not fill out if signing up as an Administrator.

Office Name: _____

Designated Broker for the Office: _____

Office Phone Number _____

There is a charge for **each** Administrator/Assistant for \$52 at the initial setup and then annually in January. We ask that we be notified when the Administrator/Assistant changes their status, email or phone number, leaves the company or otherwise needs to have their access changed. If the Administrator/Assistant is licensed, they will need to join as a member or as an MLS participant to gain MLS access. If an Administrator/Assistant is caught using the MLS as a licensed agent, their access will be removed and fines to the Designated Broker or the Agent responsible may be assessed.

I assume responsibility for the access and the actions of the above applicant in regard to the GSMAR MLS. I understand that the access given to this applicant is for them only and not to be shared with multiple persons. If found sharing their login information, they will be denied access to the MLS and a fine can be issued to the signatory of this document.

(Please Sign) Principal Brokers Signature or Agent responsible for the Assistant.

Date