



# SUMMIT ASSOCIATION OF REALTORS®

352 LAKE DILLON DR | PO BOX 2397  
DILLON, CO 80435  
970.468.8700

## 2018 Assistant/Admin Application Form

The Summit MLS, Inc. thanks you for your interest in seeking Assistant/Admin Level Access to our MATRIX MLS system. This System requires all assistants in our membership have their own unique user name and password. EACH Assistant/Admin in your office must fill out an Application Form.

### Please include the following:

- ✓ Application Form
- ✓ License Number and Fee - *if applicable*
- ✓ Copy of a Valid ID

### Application Process:

Once an application is received, the Assistant/Admin can expect an email welcoming them to the Summit MLS, Inc within 5 business days.

### Important things to remember:

- ✓ Assistants/Admin are **not allowed a Supra Key**, whether Licensed or Unlicensed. It is against the Rules and Regulations to share Supra Keys.
- ✓ Assistants/Admin are **not members of the Association**, therefore they are not entitled to attend events or sign up for classes at the member rate.
- ✓ Access to Summit Association of REALTORS® and Summit MLS, Inc. is as an **admin only**, personal use is not allowed. (ex. SAR List Serve, Broker Tour, MLS)
- ✓ **Licensed Assistants are subject to a NON-Member Licensee fee**, this is an Annual fee of \$645.00 payable to Summit Association of REALTORS® and a Monthly MLS fee of \$50.00 payable to Summit MLS, Inc.

**Note:** There are two Assistant levels in Matrix with different permission levels in the system. Please read the two descriptions below. EACH MLS user needs their own unique User Name and Password. **Sharing is not permitted!**

### Office Assistant (O.A.)

An Office Assistant is a clerical user who has access to all office listings with the authority to add/edit such listings in the MLS. Within their office, the O.A.: (i) has access to run reports, create CMA's (ii) works under the direct supervision of an MLS Participant that performs only administrative, clerical tasks which do not require a real estate license; and (iii) does not have access to SUPRA per Exhibit C of our the MLS Rules and Regulations.

### Personal Assistant (P.A.)

A Personal Assistant is a clerical user who has permission to access certain limited brokers functions in the MLS within their office/firm. The P.A. will work solely as a Read Only account unless using the Team Function and acting under their assigned broker. Within their office, if allowed permission from their assigned broker, the P.A. can access reports, create CMA's, etc. This P.A. works under the direct supervision of an MLS Participant that performs only administrative, clerical tasks that do not require a real estate license. Does not have access to SUPRA per Exhibit C of our Rules and Regulations.

**Welcome and do not hesitate to contact us with any questions!**

Please return this application to **Nikki Edson, Broker Services Manager**  
at **Nikki@SARSummit.com** or at the **Summit Association of REALTORS® Offices.**





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### Assistant/Admin Information:

Name: \_\_\_\_\_

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

Office Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Physical Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you applying for:  Office Assistant  Personal Assistant

If you will be a P.A., who is/are the Member(s) you will be working for: \_\_\_\_\_

\_\_\_\_\_

Current MLS User Name (if there is one assigned to you already): \_\_\_\_\_

Are you Licensed?:  Licensed  Unlicensed

Please provide your License Number: \_\_\_\_\_

*It is highly recommended Assistants/Admin attend the MLS Training Class, if they are to access the MLS system. Classes include: input, edits, changes, adding photos, reports, and other relevant MLS functions which will help them to succeed as well as their broker!*

I acknowledge that I, the MLS Participant am responsible for the Assistant's confidentiality of the MLS information as outlined in the MLS Rules and Regulations and Policies.

\_\_\_\_\_  
**Employing Broker's Signature**  
(Office Assistant)

\_\_\_\_\_  
**Broker's Signature**  
(Personal Assistant)

\_\_\_\_\_  
**Date Signed**





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### Fee Schedule, Exhibit A

#### Un-Licensed Assistants/Admin:

**\$0.00**

#### Licensed Assistants/Admin ONLY 2018 Membership Dues:

Membership dues are Prorated, please see below for the breakdown:  
Payable to Summit Association of REALTORS®

	January	February	March	April	May	June	July	August	September	October	November	December
SAR	\$360.00	\$330.00	\$300.00	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	\$90.00	\$60.00	\$30.00
CAR	\$165.00	\$151.25	\$137.50	\$123.75	\$110.00	\$96.25	\$82.50	\$68.75	\$55.00	\$41.25	\$27.50	\$13.75
NAR	\$120.00	\$110.00	\$100.00	\$90.00	\$80.00	\$70.00	\$60.00	\$50.00	\$40.00	\$30.00	\$20.00	\$10.00
Total	\$645.00	\$591.25	\$537.50	\$483.75	\$430.00	\$376.25	\$322.50	\$268.75	\$215.00	\$161.25	\$107.50	\$53.75

Note: There will be an increase in the Colorado Association of REALTORS® and National Association of REALTORS® 2019 Dues. CAR Dues will be \$175.00 prorated and NAR Dues will be \$150.00 prorated, the \$35.00 NAR Public Awareness fee will remain the same.

#### Licensed Assistants/Admin ONLY 2018 Membership Dues Payment:

#### I would like to Pay my Prorated 2018 Dues:

- By Check, payable to Summit Association of REALTORS® Check # \_\_\_\_\_
- By Credit Card - Please fill out attached CC Auth Form

#### Licensed Assistants/Admin ONLY Monthly MLS Payment:

#### I would like to Pay my \$50.00 MLS Fee:

- By Check Monthly - Payable to Summit MLS, Inc Mail to: SAR, PO Box 2397, Dillon, CO 80435
- By Check for the Year - \$\_\_\_\_\_ Check # \_\_\_\_\_
- By Auto Payment - Please fill out attached CC Auth Form





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### Credit Card Authorization Form

Name as it appears on the Credit Card: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Credit Card Type:  Amex  Discover  Master Card  Visa

Credit Card # : \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**I AUTHORIZE Summit Association of REALTORS® to charge my American Express, Discover, Master Card or Visa for the following selected charges:**

**2018 Prorated Dues**      \$ \_\_\_\_\_

**Total Due**      \$ \_\_\_\_\_

**I would like to Use this Credit Card to set up Auto Pay for my Monthly \$50.00 MLS Fee to be charged on or after the 15th of each month.**

**MLS Monthly User Fee**      \$50.00

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**Once Payments are run and/or Auto Pay is set up, this form is shredded for your protection.**

