

# LICENSED ADMIN APPLICATION

## 2021/2022



**Thank you for your interest in seeking Non-Member Licensee Level access to the Summit MLS, Inc.**

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 read the application carefully and complete all applicable sections.

**Please include the following:**

- 1 Application Form
- 2 Copy of a Valid ID
- 3 License Number and Fee

Once an application is received with a copy of the applicant's ID, the Assistant/Admin can expect an email welcoming them to the Summit MLS, Inc. **within an average of five business days.**

**Important things to remember:**

- ★ Non-Member Licensees (Licensed Admin) are **not allowed a Supra Key**, it is against the Rules and Regulations to share Supra Keys.
- ★ Non-Member Licensees (Licensed 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 REALTORS® and Summit MLS, Inc. is **admin only**, Personal use is not allowed. (ex. SAR List Serve, Broker Tour, MLS)
- ★ **Non-Member Licensees (Licensed Admin) are subject to a Fee**, this is a prorated Annual fee of \$685.00 payable to Summit REALTORS® and a Monthly MLS User fee of \$50.00 payable to Summit MLS, Inc.

**Please return this application to Melanie Ball:  
Melanie@SARSummit.com or at the Summit REALTORS® Offices.**

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



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## PERSONAL

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

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

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

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

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

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

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

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

★ Please provide your Real Estate License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

★ Are you or have you ever been a NRDS member?:  Yes  No

If yes, what is your NRDS ID? \_\_\_\_\_

**Office Assistant-** An Office Assistant (O.A.) 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.:

- Has access to run reports, create CMA's.
- Works under the direct supervision of an MLS Participant that performs only administrative, clerical tasks which do not require a real estate license.
- Does not have access to SUPRA per Exhibit C of our the MLS Rules and Regulations.

**OFFICE ASSISTANT  
OR  
PERSONAL ASSISTANT?**

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.

Office Employing Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Personal Assistant-** A Personal Assistant (P.A.) is a clerical user who has access to 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.:

- Has access to run reports, create CMA's, etc
- Works under the direct supervision of an MLS Participant that performs only administrative, clerical tasks which do not require a real estate license.
- Does not have access to SUPRA per Exhibit C of our the MLS Rules and Regulations.

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.

Assigned Broker's Name You are a P.A. For: \_\_\_\_\_

Assigned Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## FEES AND PAYMENTS

★ Prorated Annual Fees are prorated to the month you are granted access, please see below for the breakdown:  
Payable to SUMMIT REALTORS®

	January	February	March	April	May	June	July	August	September	October	November	December
<b>SAR</b>	\$360.00	\$330.00	\$300.00	\$270.00	\$240.00	\$210.00	\$180.00	\$150.00	\$120.00	\$90.00	\$60.00	\$30.00
<b>CAR</b>	\$175.00	\$160.42	\$145.83	\$131.25	\$116.67	\$102.08	\$87.50	\$72.92	\$58.33	\$43.75	\$29.17	\$14.58
<b>NAR</b>	\$150.00	\$137.50	\$125.00	\$112.50	\$100.00	\$87.50	\$75.00	\$62.50	\$50.00	\$37.50	\$25.00	\$12.50
<b>Total</b>	<b>\$685.00</b>	<b>\$627.92</b>	<b>\$570.83</b>	<b>\$513.75</b>	<b>\$456.67</b>	<b>\$399.58</b>	<b>\$342.50</b>	<b>\$285.42</b>	<b>\$228.33</b>	<b>\$171.25</b>	<b>\$114.17</b>	<b>\$57.08</b>

### I would like to pay my Prorated Fee:

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

Once granted access, **you will be billed \$50.00 per month for the access to the MLS System.** This fee will be ongoing and can be viewed on the SAR Dashboard, accessible from the MLS. You have the option to pay this monthly; on-line, by check or set up an Auto Payment to be charged to a card on file, on or after the 15th of each month.

### 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 CC Monthly From the SAR Dashboard
- By Auto Payment - Please fill out attached CC Auth Form



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## CREDIT CARD AUTHORIZATION

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: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

Prorated Dues \$\_\_\_\_\_

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/Month

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

{Once Payments are run, this form is destroyed for your protection.}

## THANK YOU!

