

UNLICENSED ADMINISTRATION APPLICATION 2022



Thank you for your interest in seeking Assistant/Administration 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**, with Office Employing Broker or PA Broker's Signature
- 2 Copy of a Valid ID**
- 3 License Number and Fee - if applicable see page 3**

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:

- ★ 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 REALTORS® and Summit MLS, Inc. is **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 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. If you are licensed, please use the "Licensed Administration Application."

**Please return this application to Lindey@sarsummit.com
at 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: _____

★ Do you hold a Real Estate License?: Yes No

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

★ **NOTE: Fees are for Licensed Admin only, there is no fee for Unlicensed Admin.**

If at one point you do become licensed, it is your responsibility to let us know. Please sign below to acknowledge that you will contact melanie@sarsummit.com to report the change.

Signature: _____ Date: _____

THANK YOU!
