North Metro REALTORS ® Association

. . . Improving Business, Building Community

Application for Office Support Staff Access to NorthstarMLS

Office Number: _____ **Office Contact Person**: _____

Office Name: _____ **Office Contact Person Email**: _____

Address: _____

☐ **I do not have any Support Staff who needs MLS Access.** (please initial box)

I hereby certify that the individual(s) listed below is an unlicensed support staff employed in my office and is authorized to obtain an individual MLS access code in the following capacity.

Name (please print clearly or type)	Email Address	Role (Office Admin.,Secretary,Office Assistant)

If additional names, list and attach to this sheet

Support Staff access is only available to an office support person who is not licensed as a real estate broker, salesperson, or appraiser, but has access to the MLS data. Support staff includes but is not limited to a secretary, office manager, or unlicensed personal assistant.

BROKER CERTIFICATION

As the Designated Broker of this office, I am approving MLS access for the person(s) named above. I will notify my association immediately when the person(s) named above is no longer employed by or affiliated with the office for which I am the Participant. I further acknowledge that I will be liable for any unauthorized usage of the MLS system as outlined in the RMLS Rules and Regulations.

_____

Office Designated Broker (Print)

_____ _____

Office Designated Broker (Signature) Date