



# APPLICATION FOR OFFICE STAFF-ASSISTANT

Have you ever worked for another Association? **Yes No** (please circle one)

- If yes, please note your **NRDS#** \_\_\_\_\_

---

Do you have an active Real Estate license? **Yes No** (please circle one)

- If yes, please note your **State License #** \_\_\_\_\_

Name: First \_\_\_\_\_ M \_\_\_\_\_ Last \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Office Address: \_\_\_\_\_  
Street, PO Box City State Zip

Office Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Office Fax: \_\_\_\_-\_\_\_\_-\_\_\_\_

Main Office Email: \_\_\_\_\_

Staff Email: \_\_\_\_\_  
(Must be an active email to access SentiLock and cannot be the same as the office email)

Permission to Access: \_\_\_\_ ShowingTime \_\_\_\_ SentiLock

**Office Use Only: MLS Office Staff Permission**

\_\_\_\_ Office Broker \_\_\_\_ Add/Edit \_\_\_\_ Add/Edit Limited \_\_\_\_ Subscriber Only

**I will be working on behalf of:** *(please check one)*

\_\_\_\_ The Entire Firm (Main office and Branch offices): \_\_\_\_\_

- City Location(s) include: \_\_\_\_\_

\_\_\_\_ One Office (please specify): \_\_\_\_\_

\_\_\_\_ Single Agent or Team\* (please specify): \_\_\_\_\_

\*\*\*(Watch for email that will show how to set up teams, work with Matrix add/edit, and other videos)

Broker's Name: \_\_\_\_\_

Broker's Signature: \_\_\_\_\_

Office Staff/Assistant Signature: \_\_\_\_\_

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

Greater Lakes Association of REALTORS® (GLAR) | 15344 Pearl Drive, Baxter MN 56425  
Phone: 218-828-4567 | Fax: 218-829-8178 | [office@greaterlakesrealtors.com](mailto:office@greaterlakesrealtors.com)

**Office Use Only: NRDS #:** \_\_\_\_\_

\_\_\_\_ RAMCO \_\_\_\_ SentiLock \_\_\_\_ Email MLS Access \_\_\_\_ Constant Contact \_\_\_\_ Buzz \_\_\_\_ Newsletter

\_\_\_\_ AV \_\_\_\_ CP \_\_\_\_ DM