



APPLICATION FOR UNLICENSED OFFICE STAFF-ASSISTANT

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

Name: First _____ M _____ Last _____

Start Date: ____/____/____ Maiden Name _____

Company Name: _____ Office Phone: _____ - _____ - _____

Office Address: _____
Street, PO Box) City) State) Zip)

Staff Email: _____

(Must be an active unique email and cannot be the same as the main office email or currently used by any one else)

IF email address was previously used name of person(s) using email address: _____

Have you previously held any position with an office that has/had a GLAR or other REALTOR Association membership?

____ YES ____ NO If yes, name of office and position held _____

Does your current office have a membership with another REALTOR Association ____ YES ____ NO

If yes, will you be working on behalf of the agents in the other association ____ YES ____ NO

Name of other Association _____

Do you have an active Real Estate license? ____ YES ____ NO If yes, please attach a copy of license to application.

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

____ The Entire Firm (Main office and Branch offices): _____

Office 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)*

Designated Broker Use Only:

MLS Office Staff Permission Choose One:

____ **Office Broker:** Edit access to **All** listings within the Brokerage (usually office staff).

____ **Agent/Edit:** Can add and edit Single Agent or Team's listings (must be added as team member).

Unlicensed assistant access is available only to an assistant who is not licensed as a real estate broker, salesperson, or appraiser, but has access to the MLS data working on behalf of an RMLS participant or subscriber.

CHOOSE **ONE** FOR OFFICE STAFF'S MLS ACCESS _____ MATRIX _____ FLEX

Permission to Access: ____ ShowingTime ____ SentiLock *(cannot use app without purchasing a lease)*

Broker Certification

I am approving MLS access for the person named above. I will notify my Association immediately when the person named above becomes a licensed agent or appraiser or is no longer engaged by me or my business. If the individual becomes licensed, membership with the Association is required. I further acknowledge that I will be liable for any unauthorized usage of the MLS system as outlined in the RMLS Rules and Regulations.

Designated Broker's Name: _____

Designated Broker's Signature: _____

New Office Staff-Assistant Signature: _____

Signature Date: ____/____/____

Last Name: _____

First Name: _____