



REALTORS®

BROWARD | PALM BEACHES | ST. LUCIE

MLS Assistant / Secretary Application

Questions? Contact Us: 561-585-4544 Membership@rworld.com • Rworld.com

Personal Information:

Name (as shown on Photo ID): _____
(First Name) (Middle Name) (Last Name)

Preferred Name: _____

Gender: Female Male

Password for MLS Access (6-8 characters): _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

Real Estate License Information (If Applicable):

Does applicant have a Real Estate License? Yes No State Issued License #: _____

Office Information:

Office Name: _____

Office MLS ID: _____

Office Address: _____ City: _____ State: _____ Zip Code: _____

Office Phone: _____

Office Fax: _____

Applicant replacing previous secretary/assistant: Yes No Previous secretary/assistant Name: _____

Applicant works for: Office Agent/Broker Team Agent/Broker or Team Name: _____

***Matrix Users ONLY** - Type of Access (check one): Impersonate on behalf agent/broker

The differences is noted below:

- **Impersonate** - allows the user working as you to send emails and print reports exactly as if it came from the user being impersonated.
- **Working on behalf of** - allows the user working as you to send emails and print reports with the disclaimer that the admin/secretary were working on your behalf.

System Access Level: Secretary Access has the ability to add/modify listings for ALL agent(s) within the office and branches that are active with MLS. *Assistant Access has the ability to view only, unless they have set up Identity Sharing with the agent(s) they are working for.

(*only applies to Flex user, NOT Matrix users.)

Broker Certification: As the Designated Broker or Managing Broker, I certify that this secretary/assistant is employed by the firm. I accept full responsibility for this secretary/assistant, including but not limited to penalties or fines for violation of the BeachesMLS Rules and Regulations, Compliance Guidelines or Rules for Internet Data Display. I will notify MLS at MLSSupport@rworld.com when this employee is no longer working at this firm so that the login and password is inactivated.

(Managing Broker Printed Name)

(Managing Broker Signature)

(Date)

****APPLICANT MUST ATTACH A COPY OF A PHOTO ID****
APPLICATION WILL NOT BE PROCESSED WITHOUT IT*

Assistant/Secretary Payment

The MLS the Realtor® association fiscal year is from October 1st through September 30th. Your initial payment consists of pro-rated service fees for the current billing cycle. Please see below. Please make checks payable to RAPB+GFLR. Visa, MasterCard, American Express, and Discover cards are also accepted.

Cash Not Accepted

Non-Licensed or Licensed with a Referral Office*											
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
\$125	\$125	\$125	\$93.75	\$93.75	\$93.75	\$62.50	\$62.50	\$62.50	\$31.25	\$31.25	\$31.25

*Please note if you are licensed with a REALTOR® office, National, State and Local Association dues will apply.

MLS Fees are Non-Refundable

Enclosed Check # _____

-OR-

I am paying by: () Check #: _____ () MasterCard () Visa () AMEX () Discover

Credit Card #: _____ Security Code: _____

Expiration Date: _____ Name on Card: _____

Address on card, if different than applicants: _____

Cardholder Signature: _____

I authorize and understand that if the applicant does have an active Real Estate license the amount being charged to my account will be the Service Fee based on the applicant license relation effective date with the office according to DBPR.