



# THE SOUTHEAST ARIZONA MULTIPLE LISTING SERVICE, INC. Administrative Membership Form

I hereby apply for Multiple Listing Service (MLS) Administrative Membership in the Southeast Arizona Multiple Listing Service (MLS). In the event I am admitted to Membership, I agree to abide by the MLS Rules and Regulations and other policies of the MLS. I understand that my access to the MLS is contingent upon my abiding by these rules, regulations and policies, and my continued employment with a MLS Participant.

Name of Applicant: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

ID (for computer access): samls. \_\_\_\_\_ Password: \_\_\_\_\_  
(Up to 8 characters) (Up to 8 characters)

Name of Office: \_\_\_\_\_

I am applying for Administrative Membership because I am (check one):

- An unlicensed Personal Assistant Employed by: \_\_\_\_\_  
(Name of MLS Participant Employer)
- An office administrator or secretary employed by: \_\_\_\_\_  
(Name of MLS Participant Broker)

Level of MLS Access Requested (check one):

- Basic Level Access No listing input – searches/reports only
- Basic Level Access SU Ability to “super use” as agent \_\_\_\_\_
- Office Level Access Broker reports and listing input for entire office
- Office Level Access Same as above but includes all branch offices

The MLS permits access to the MLS system for Administrative Members upon completion of this application. An Administrative Member can be an unlicensed personal assistant, or secretary or office administrator for your company.

Each Office Administrative / Secretary Member will use his or her own user-name and password for the MLS System. **There is a one-time \$10.00 processing fee that must be paid at the time of the application.** There is no monthly fee for an Administrative Member.

Access to the MLS system is granted by the MLS on behalf of the below Participant Employer and/or Participant Broker and can be terminated by either written instruction from the MLS Participant or the MLS if it becomes known the Administrative Member has violated the MLS Rules and Regulations or is no longer employed by the MLS Participant.

It is the MLS Participant's responsibility to notify the MLS as soon as practical of the termination of the Administrative Member's access to the MLS.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of MLS Participant Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of MLS Participant Broker

\_\_\_\_\_  
Date