



MULTIPLE LISTING SERVICE OF **Secretary/Assistant** **SOUTHERN ARIZONA** Access Form

This form must be completed for any secretary or assistant to an agent who needs access to the MLS Computer Systems, **who is not a member** of the MLS of Southern Arizona, Inc. and **who does not hold an active license**. Please Fax to (520) 322-6613 or email to info@mlssaz.com.

Secretary/Assistant Name: _____

Secretary/Assistant Email: _____

Office Name: _____ Office #/ MLS ID: _____

Office Phone: _____ Office Fax: _____

New

Access Level:

- Secretary Access (add/change access to all office listings and statistics, etc.).
- Personal Assistant (add/change access to one agent's listings, prospects, CMAs, etc.)
 *Personal Assistant access requires the assistant to use the Work As Agent feature of the MLS.

Employing Agent Name: _____

Employing Agent ID: _____

- This Secretary/Personal Assistant is replacing an existing Secretary/Personal Assistant

Existing Secretary/Assistant Name /ID: _____

Transfer/Sever

Releasing Office Name: _____ Office #/ MLS ID: _____

Office Phone: _____ Office Fax: _____

New Office Name: _____ Office #/ MLS ID: _____

Office Phone: _____ Office Fax: _____

It is the responsibility of the office to inform MLSSAZ of any changes in secretaries and assistants.

An annual fee of \$100 per secretary/assistant will be assessed to the employing office or agent.

I understand, as the Designated REALTOR®/Branch Office Manager, I am responsible for all secretaries and assistants in my office and the secretaries and assistants that access the MLS system through my participation.

 Designated REALTOR®/Branch Office Manager (Print Name)

 Designated REALTOR®/Branch Office Manager Signature

 Date

*Please allow 2 business days for processing time.