



# 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 [frontdesk@tucsonrealtors.org](mailto:frontdesk@tucsonrealtors.org)

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.