



MLS System Access Agreement for Assistants

Please Print:

_____ Assistant Name	_____ Firm Name
_____ Assistant Phone (required)	_____ Firm Phone
_____ Assistant E-mail (required)	_____ Firm Address

Assistant is (check one):

Non-Licensed Licensed (*NOTE: Licensed Assistants must also complete a Declaration of Non-Engagement.*)

Assignment: Assistant is to be assigned to: _____
Name of MLS Participant or Subscriber

Permissions (check one):

Same as MLS Subscriber Same as Office Manager Same as MLS Participant

NOTE: Permissions may not exceed the permissions of the person to whom the Assistant is assigned.

By signing below the Assistant agrees to complete an orientation program of no more than four (4) classroom hours devoted to the MLS Rules and Regulations (available on www.maar.org) and the operation of the MLS within thirty (30) days after access has been provided. The Assistant also acknowledges that access to and use of MLS information is contingent upon compliance with the Rules and Regulations of MAAR's Multiple Listing Service and that Assistant may be disciplined for violations thereof. The Assistant acknowledges that sanctions imposed include but are not limited to a fine of up to \$15,000 (fifteen thousand dollars) for loaning, sharing, disclosing or allowing a Login ID and Password to come into possession of any other person.

_____ Assistant Signature	_____ Date
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By signing below both the MLS Participant and Subscriber (if applicable) agree to notify the MLS within twenty-four (24) hours upon the termination or resignation of the above-named Assistant and acknowledge that per the MLS Rules and Regulations (available on www.maar.org), failure to provide such notification shall result in the Participant or Subscriber (if applicable) being assessed a \$100 (one hundred dollar) fine. Upon notification of the Assistant's termination or resignation, MAAR immediately will deactivate the Assistant's Login ID and Password.

_____ MLS Participant Signature	_____ Date
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_____ MLS Subscriber Signature	_____ Date
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Completed forms may be faxed to 901.761.4003 or scanned and emailed to memberservices@maar.org or mailed to MAAR, 6393 Poplar Avenue, Memphis, TN 38119. **Upon receipt of completed form and \$150 MLS Orientation fee**, MAAR Staff will contact the Assistant to assign login information.