



## OFFICE ASSISTANT MLS USAGE

**ALL BLANKS MUST BE COMPLETELY FILLED OUT**

Once the application is completed, please email to Membership to be processed. Access to all online services will be granted in approximately 1-2 business days.

### OFFICE ASSISTANT INFORMATION

Name:

Date of Birth:

Gender:

Phone:

Email:

Name of Assistant being replaced:  
(If there was a previous OA)

### OFFICE INFORMATION

First & Last Name:  
(Broker)

License #:  
(Broker)

Office Name:

Address:

City:

State:

Zip Code:

Office Phone:

Office Fax:

**I, Broker of Record, Approve the following office assistant to use the MLS Service while assisting the REALTORS in my office. We understand that the assistant may not practice real estate by listing, selling, or talking real estate.**

**Broker's Signature:**