



## APPLICATION FORM FOR ADMINISTRATIVE SUPPORT PERSONNEL ACCESS TO METRO MLS

Metro MLS, Inc. Participants and their subscribers may employ administrative personnel, personal assistants, or secretarial personnel, regardless of whether they hold an active real estate license. Such personnel shall be allowed access to the Metro MLS multiple listing system, according to Metro MLS Rules and Regulations and the Metro MLS Subscriber Agreement, to the extent necessary for them to perform their duties with and for the Participant and the Participant's subscribers. The Participant shall be responsible for the appropriate monthly fee for such administrative personnel.

<input type="checkbox"/> <b>Agent Assistant</b> (assistant for sponsoring agent) Agent Met ID: _____ Sponsoring Agent Name: _____	<input type="checkbox"/> <b>Office Assistant</b> (edit listings within assigned office) Office Met ID: _____	<input type="checkbox"/> <b>Team Assistant</b> (edit listings within assigned team) <b>Please Provide a separate list of all Team Members or Company</b> Team Lead Name: _____	<input type="checkbox"/> <b>Company Assistant</b> (edit listings for the whole company) Comp Met ID: _____
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**Assistant Applicant Name** (print clearly) \_\_\_\_\_ **Assistant Phone Number:** \_\_\_\_\_  
 Email Address\* \_\_\_\_\_  Not Licensed  Licensed Agent; if so License #: \_\_\_\_\_

\* Assistant email address

The individual named above ("Support Applicant") does hereby make application for subscription access to Metro MLS as support personnel. In making application the Applicant does hereby certify such Applicant currently satisfies and continues to satisfy all the following requirements:

1. Support Applicant will directly or indirectly access or use the Listing information stored in the MLS solely in support of the Subscriber or Participant named above. Such access and use include, but are not limited to, direct access to or use of the MLS and the use of the other devices or services provided by the MLS or its affiliated or licensed vendors or suppliers, that permit access to and use of any Listing information from the MLS;
2. Support Applicant does NOT use, directly or indirectly, in any manner whatsoever information from the MLS to list properties for sale or lease and does not participate directly, except in support of the Subscriber or Participant, in listing or sales activity for any properties listed in the MLS;
3. Support Applicant complies with the policies contained in the Metro MLS Rules and Procedures as they may from time to time be amended.
4. If it is found that the licensed assistant is using MLS access for personal gain, they will be added as an MLS agent member and will lose the ability to edit other's listings or the ability to be added as an assistant going forward.

### CERTIFICATION BY APPLICANT

I hereby certify that I am affiliated with the sponsor named below, and that I understand and meet the requirements listed above. I agree to notify Metro MLS via email immediately at any time that I no longer meet all the above requirements. If I no longer meet all the above requirements and I fail to notify Metro MLS of that fact within the time period specified in the Rules and Regulations, I understand that my access shall be revoked automatically.

\_\_\_\_\_  
 (Administrative Support Applicant's Signature) (Date)

\_\_\_\_\_  
 (Sponsoring Agent or Team Lead Signature) Met ID: \_\_\_\_\_ Date: \_\_\_\_\_

### CERTIFICATION BY APPLICANT'S MLS PARTICIPANT (DESIGNATED BROKER)

I certify that the Applicant named herein is affiliated with me and meets all the above requirements and therefore is eligible for Administrative Support Access to Metro MLS. I certify that the Applicant will be under the immediate supervision of the Sponsor named below, and that I as the MLS Participant am and will continue to be responsible for the actions and conduct of both. Further, I agree to notify Metro MLS immediately if Applicant is no longer affiliated with me or remains affiliated with me but becomes ineligible for administrative access. I understand that any violation of the conditions of this agreement will result in automatic revocation of access for the Applicant. In such event, in order to maintain Applicant's access to the Metro MLS system as a Metro MLS Subscriber, I agree to pay any and all retroactive MLS Subscriber fees for the current year, plus a \$500.00 non-compliance fee, plus any other penalties specified in the Metro MLS Policies & Procedures as amended from time to time.

**REQUIRED:** (Signature of Designated Broker) \_\_\_\_\_ (Printed Name of Designated Broker) \_\_\_\_\_ (Met ID) \_\_\_\_\_

**Met ID for office that is to be billed for this assistant**

**Email completed application to admin@metromls.com - Metro MLS 11430 W North Ave, Wauwatosa, WI 53226 Fax: (414) 778-6143**

Last updated: August 2019