



MLS System Access/Key Agreement (Unlicensed Assistant)

ASSISTANT Name / Last 4 SSN OFFICE Name / MLS OFFICE #
ASSISTANT Phone (required) OFFICE Phone
ASSISTANT E-mail (required) OFFICE Address

Assignment: Assistant is to be assigned to: PARTICIPANT or SUBSCRIBER Name / MLS ID #

Assistant requires (check all that apply):

- Access to Commercial MLS Access to Residential MLS* Leasing of a Supra Key

*Assistant's Permissions in the Residential MLS should be (check one):

- None - No ability to add/edit listings
Member - SuperUse (add/edit) listings for the above-named Participant or Subscriber
Office - Add/edit listings for anyone in Participant's office (single location/branch office)
Company - Add/edit listings for anyone in Participant's company (multiple locations/branch offices)

By signing below, I acknowledge (a) should I require access to the MLS (commercial or residential), I must complete MLS Orientation within ninety (90) days after access has been provided and that failure to complete said Orientation will result in termination of my MLS rights and privileges, including the ability to access the MLS and keyboxes (if applicable); and (b) should I require leasing of a Supra Key, I must be at least eighteen (18) years of age, sign a Key Lease Agreement, and agree to hold harmless the Association and MLS regarding my use of said leased Key. Additionally, I acknowledge that the MLS Rules prohibit the loaning or sharing of my MLS login and/or Supra Key and that use of my Supra Key is restricted to keyboxes assigned to the Subscriber and/or Participant with whom I am affiliated. Alleged violations of these MLS Rules shall be referred to the Association's Chief Executive Officer for appropriate action in accordance with the professional standards procedures established in the Code of Ethics and Arbitration Manual. Sanctions which may be imposed on users include suspension of MLS rights and privileges and a fine not to exceed fifteen thousand dollars (\$15,000).

ASSISTANT Signature Date

By signing below the MLS Participant and Subscriber (if applicable) (a) agree to notify the MLS within twenty-four (24) hours, excluding Saturdays, Sundays, and holidays, upon termination or resignation of the above-named Assistant and acknowledge that failure to provide such notification shall result in the Participant or Subscriber (if applicable) being assessed a one hundred dollar (\$100) fine; (b) acknowledge that upon notification of the Assistant's termination or resignation, the Association immediately will deactivate the Assistant's MLS login and/or Supra Key; and (c) affirm that should the above-named Assistant require the leasing of a Supra Key that I have conducted a background check on said Assistant and agree to hold harmless the Association and MLS as related to the Assistant's use of the leased Supra Key.

PARTICIPANT Signature / MLS ID # Date

SUBSCRIBER Signature / MLS ID # Date

Upon receipt, Association Staff will contact the Assistant to assign MLS login information (if applicable), schedule them for MLS Orientation (if applicable), and/or schedule a time for the Assistant to initiate lease of a Supra key (if applicable).