



Application for Office Support Staff Access to NorthstarMLS

Email to: spaar@spaar.com or Fax to: 651-774-1177

Office ID: _____ Office Contact Person: _____

Office Name: _____ Office Contact Person Email: _____

Address: _____

I do not have any Support Staff who needs MLS Access. (please initial box)

I hereby certify that the individual(s) listed below is an **unlicensed** support staff engaged in my office and is authorized to obtain an individual MLS access code in the following capacity.

Name (please print clearly)	Email Address	Role <small>(Office Admin., Secretary, Office Assistant)</small>	Preferred Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If additional names, list and attach to this sheet

Are any of the individuals listed above in need of a SupraKey? ___ Yes ___ No Please note whom: _____
If yes, please be aware that a background check release form is required along with a \$100.00 background check fee.

Support Staff access is only available to an office support person who is **not licensed** as a real estate broker, salesperson, or appraiser, but has access to the MLS data. Support staff includes but is not limited to a secretary, office manager, or unlicensed personal assistant.

BROKER CERTIFICATION

As the Designated Broker of this office, I am approving MLS access for the person(s) named above. I will notify my association immediately when the person(s) named above becomes a licensed agent or appraiser or is no longer engaged by or affiliated with the office for which I am the Participant. If the individual(s) becomes licensed, membership with the Association is required. I further acknowledge that I will be liable for any unauthorized usage of the MLS system as outlined in the RMLS Rules and Regulations.

Office Designated Broker (Print)

Office Designated Broker (Signature)

Date