



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 (Office Admin., Secretary, Office Assistant)	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