



Application for Unlicensed Assistant Access to NorthstarMLS

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

I hereby certify that the individual listed below is an **unlicensed** support staff engaged by me and is authorized to obtain an individual MLS access code to work on my behalf. There is an annual administrative fee of \$25 payable to the Association before MLS access is provided.

Agent ID: _____ Agent Name: _____

Office ID: _____ Office Name: _____

Office Address: _____

Preferred Phone Number: _____

Unlicensed Assistant's Name (print): _____

Assistant's Email: _____ Preferred Phone # _____

Address: _____

How many agents do you work for? _____ if multiple, please list name(s) below

Is the unlicensed assistant in need of a SupraKey? ___ Yes ___ No

If yes, please be aware that a background check release form is required along with a \$100.00 background check fee.

Do you work solely as an Unlicensed REALTOR® Assistant or do you also work as Office Support Staff (you are a support staff if you are paid and employed by the Broker)?

_____ Unlicensed Assistant _____ Office Support Staff _____ Both

Unlicensed assistant access is available only to an assistant who is **not licensed** as a real estate broker, salesperson, or appraiser, but has access to the MLS data working on behalf of an RMLS participant or subscriber.

AGENT/BROKER CERTIFICATION

I engaged am approving MLS access for the person named above. I will notify my association immediately when the person named above becomes a licensed agent or appraiser or is no longer by me. If the individual 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.

Signature of Agent

Date

Signature of Responsible Broker (REQUIRED)

Date