



## 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.*

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 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 engaged 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*