



# Office Administrator Application

## MLS Office Use

Office MLS ID# \_\_\_\_\_ Office Admin MLS ID # \_\_\_\_\_ Broker MLS ID# \_\_\_\_\_ Date \_\_\_\_\_

## Office Admin Information

Office Admin Name \_\_\_\_\_

Office Admin Phone \_\_\_\_\_

Office Admin Email \_\_\_\_\_

Office Admin Password \_\_\_\_\_

*(4-12 Characters)*

- I hold an **Active** NE real estate license
- I have an **Inactive** NE real estate license
- I do **not** have a NE real estate license

Office Admin NREC License # \_\_\_\_\_

Firm Name \_\_\_\_\_

## Office Information

Name of Responsible Broker \_\_\_\_\_

Broker MLS ID # \_\_\_\_\_

Office Name \_\_\_\_\_

Office Phone \_\_\_\_\_ Office MLS ID # \_\_\_\_\_

I have received and agree to abide by the Rules and Regulations and administrative policies of the Great Plains Regional MLS. I will observe these bylaws and rules with amendments as may be made hereafter as long as I remain an Office Admin.

I am responsible for the security of my password and will not share or make it available to any person.

I certify that I am NOT performing work that requires a real estate license.

**Office Admin Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I agree to notify the MLS if the Office Admin is no longer doing work for me (Responsible Broker) and acknowledge that the Office Admin above is performing work for me in a non-licensed capacity.

I understand that I am responsible for the Office Admin's use or misuse of the service in accordance with the REALTOR® Code of Ethics, and Rules and Regulations of the Great Plains Regional MLS.

The above Office Admin is affiliated with my office. This authorizes his/her access to the Great Plains Regional MLS.

**Broker Signature** \_\_\_\_\_ **Date** \_\_\_\_\_