



Personal Assistant Application

MLS Office Use

Office MLS ID# _____ Assistant MLS ID # _____ Agent MLS ID# _____ Date _____

Assistant Information

Assistant Name _____

Assistant Phone _____

Assistant Email _____

Assistant 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

Assistant NREC License # _____

Firm Name _____

Office Information

Name of Responsible Agent* you are assisting _____

Agent MLS ID # _____

Office Name _____

Office Phone _____ Office MLS ID # _____

I have received and agree to abide by the Rules and Regulations and all 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 Assistant.

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.

Assistant Signature _____ **Date** _____

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

I understand that I am responsible for the Assistant'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.

Responsible Agent Signature _____ **Date** _____

The above Assistant is affiliated with my office. This authorizes his/her access to the Great Plains Regional Multiple Listing Service. The above Assistant is is not authorized to use the electronic lockbox system in accordance with the Electronic Key Agreement with SentriLock Supra

Broker Signature _____ **Date** _____

* **Note:** Each agent with a Personal Assistant needs to complete and submit this form in order for the assistant to access the agent's account.