



PERSONAL ASSISTANT APPLICATION

Personal assistants who are either licensed with the Nebraska Real Estate Commission or licensed with the Nebraska Real Estate Appraiser Board MUST join a REALTOR® Board as a REALTOR® member and pay associated REALTOR® dues and fees.

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

** Email to: Membership at Membership@OmahaRealtors.com*

ASSISTANT INFORMATION

Assistant Name:

Assistant Phone:

Assistant Email Address:

Assistant MLS# if applicable:

LICENSE INFORMATION (CHECK ONE):

I hold an **Active** NE real estate license.

I hold an **Inactive** NE real estate license.

I **do not have** a NE real estate license.

If holding an Active or Inactive Nebraska real estate license:

NREC License #:

Firm Name:

OFFICE INFORMATION

Name of Responsible Agent*:

Agent MLS ID#:

Office Name:

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 SentiLock Supra

Broker Signature: _____

Date: _____

LOCKBOX ACCESS INFORMATION:

Click the link(s) below to complete the required forms authorizing the above Assistant's use of the key lockbox system.

REALTORS® Association of Lincoln

SentriLock: <https://www.lincolnrealtors.com/sentriLock-info/>

Peggy Bohrer: Peggy@LincolnRealtors.com

Omaha Area Board of REALTORS®

Supra: <https://www.omaharealtors.com/supra>

Aimee Jensen: aimee@OmahaRealtors.com