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MLS APPLICATION FOR OFFICE/PERSONAL ASSISTANT

I _____ accept responsibility for _____
 (Broker/Office Manager-REQUIRED) (Applicant's Name-REQUIRED)

to use the MLS system to input data, revise data and research data on my/Agents' behalf. I understand that the misuse of the MLS service/MLS data by the above named Applicant could jeopardize my status in MLS and subject me to penalties. I agree to notify the MLS department immediately if the above named Applicant should leave my employment.

Agent Signature _____ (if applying for Personal Assistant)

Broker/Office Manager Signature _____ Date _____

CHECK APPROPRIATE BOX:

Form must be signed by Broker and Agent if applicable before ID's will be issued.

- Non-Licensed Office Assistant**-works for Broker as clerical employee only. Uses the MLS system to input, revise and research data on the Brokers' behalf. No quarterly or annual fee. Broker accepts responsibility for the Office Assistant to use the system and follow the MLS Rules & Regulations.
- Licensed Office Assistant**-works for Broker as a clerical employee only. **Does not list, show or sell property.** Uses the MLS to input, revise and research data on the Brokers' behalf. Broker accepts responsibility for Assistant to use the system and follow the MLS Rules & Regulations. **Must additionally fill out a MLS Waiver form and agrees to abide by MLS Waivered Individual guidelines outlined on Waiver form. Initial \$75 Waiver fee required. Annual fee of \$25.**
- Non-Licensed Personal Assistant**-works for Agent as a clerical employee only. Uses the MLS to input, revise and research data on the Agents' behalf. **New member one time fee of \$25 and annual \$100 Personal Assistant fee is required.** Broker and Agent accepts responsibility for Assistant to use the system and follow the MLS Rules & Regulations.
- Licensed Personal Assistant**-works for Agent as clerical employee only. **Does not list, show or sell property.** Uses the MLS to input, revise and research data on the Agents' behalf. **New member one time fee of \$25 and annual \$100 Personal Assistant fee is required.** Broker and Agent accept responsibility for Assistant to use the system and follow the MLS Rules & Regulations. **Must additionally fill out a MLS Waiver form and agrees to abide by MLS Waivered Individual guidelines outlined on Waiver form. No \$75 Waiver fee, only completed Waiver form required.**

OFFICE/PERSONAL ASSISTANT INFORMATION:

NAME _____

OFFICE NAME _____ BROKER CODE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

CREDIT CARD INFO _____ EXP DATE _____

Important Reminders for Office/Personal Assistant Forms

If the applicant is licensed but their license is in a Referral Holding company, MLS considers them unlicensed. They should choose the unlicensed selections they are applying for NOT licensed.

All Office and Personal Assistant applications MUST be emailed to the Membership department at MARIS (membership@marisnet.com) for review before processing.

Payment must accompany assistant form.

We do NOT charge the \$50 New Member fee to Office or Personal Assistants.

MARIS will email the login information with instructions within 24 hours to the email address provided on the form once they have been added to the MLS.

The \$100 Personal Assistant fee is not required when replacing an assistant; only the completed form and the \$25 New Assistant fee.