

Arlington Board of REALTORS®  
Licensed Assistant or Office Admin Staff  
Request\Renewal\Delete Form

Date: \_\_\_\_\_ [ ] New Request [ ] Renewal [ ] Deletion

\_\_\_\_\_, License # \_\_\_\_\_ is an assistant to  
Assistant Name

\_\_\_\_\_, and License# \_\_\_\_\_.  
Team Leader Name

The responsible Broker is \_\_\_\_\_

Company \_\_\_\_\_ MLS Office Code \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Asst Email: \_\_\_\_\_

The above Broker is the **Participant** responsible **licensee\MLS member** for the person requesting this Assistant or Staff Access ID & Code from the Arlington Board of REALTORS® MLS system. This form is valid for the calendar year in which the form was completed and must be re-submitted by January 31 of each year thereafter. The responsible licensee\MLS member must contact ARBOR immediately with ANY changes regarding this Assistant\Staff Verification\Request Form. See Penalties below.

**Assistant or Office Staff Definition can be but is not limited to:**

Licensed staff or licensed Personal Assistants of Participants/Subscribers do not qualify for exemption or waiver from MLS membership, per MLS Rule6.08.

**Penalties: If the above Individual utilizes the NTREIS MLS at any time and is found not to have an active MLS membership,**

- **the NTREIS MLS Participant(broker) is obligated to pay a fine equal to the individual MLS subscription fees for the current quarter and any other calendar quarter in which the Individual named herein was their assistant**
- **and the MLS Access ID will be immediately Suspended.**
- **and the NTREIS Participant(broker) is further subject to a additional fine of \$50 per day for each Individual using the NTREIS MLS for any purpose other than stated herein,**
- **and any dues and payments that may be established by the MLS Provider Association.**

User Login ID : ( # to be assigned by ARBOR)

Password – provided via email upon set up completion

\_\_\_\_\_  
Signature of Responsible Broker

\_\_\_\_\_  
Signature of Responsible Sales Associate

\_\_\_\_\_  
Signature of Assistant or Office Staff

For ARBOR MLS Dept Use ONLY:

Completed By: \_\_\_\_\_  
Name Signature

Date: \_\_\_\_\_