

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

Date: _____ [] New Request [] Renewal [] Deletion

_____ is an assistant to _____ ,
Assistant or Staff name REALTOR® Name

_____. The responsible Broker is _____.
License Number

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.

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

Clerical Office Staff of a Participant or Sales Associate, who does not show, list, sell, lease, or appraise real property and who does not have an active Texas Real Estate License.

Penalties: If the above Individual utilizes the NTREIS MLS at any time for purposes other than stated herein,

- **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: _____	