

# Arlington Board of REALTORS®

## Unlicensed Assistant Request\Renewal\Deletion Form

**Please Print This Form, Fill Out and Submit to [Walt@ArlingtonRealtor.com](mailto:Walt@ArlingtonRealtor.com)**

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

[ ] New Request [ ] Renewal [ ] Deletion

\_\_\_\_\_ is an assistant to \_\_\_\_\_  
Assistant name REALTOR® Name

The responsible Broker is \_\_\_\_\_, \_\_\_\_\_  
Broker Name Broker License Number

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

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

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

The above Broker is the **Participant** responsible **Licensee\MLS member** for the person requesting this Assistant 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 Verification\Request Form. See Penalties below.

**Unlicensed Assistant 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.**

**MLS ACCESS LEVEL REQUESTED:** \_\_\_\_\_ [ ] Office Manager [ ] Head Manager [ ] Unlicensed Asst  
Office Manager and Head Manager permissions allow access to all office listings and\or multi-offices.

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

- 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**
- MLS access ID will be Immediately Suspended**
- NTREIS Participant(broker) is further subject to an additional fine of \$50 per day for each individual using the NTREIS MLS for any purpose other than stated herein**
- any dues and payments that may be established by the MLS Provider Association**

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

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

\_\_\_\_\_  
Signature of Unlicensed Assistant

### ARBOR USE ONLY BELOW

User Login Name \_\_\_\_\_ Password: \_\_\_\_\_

Completed By: \_\_\_\_\_