



## ADMINISTRATIVE SUPPORT PERSONNEL ACCESS TO METRO MLS APPLICATION

Sheboygan County Board of REALTORS® (SCBR) Participants and their subscribers may employ administrative personnel, personal assistants, or secretarial personnel, regardless of whether they hold an active real estate license. Such personnel shall be allowed access to the Metro MLS multiple listing system, according to SCBR MLS Rules and Regulations and the SCBR MLS Subscriber Agreement, to the extent necessary for them to perform their duties with and for the Participant and the Participant's subscribers. The Participant shall be responsible for the appropriate monthly fee for such administrative personnel. **The fee is \$5.00 per month/per Assistant. Please fill out (1) application for each Assistant requesting access.**

Please mark which type of Assistant access you are requesting			
<input type="checkbox"/> <b>AGENT Assistant</b> <i>(assistant for sponsoring agent)</i>	<input type="checkbox"/> <b>OFFICE Assistant</b> <i>(edit listings within assigned office)</i>	<input type="checkbox"/> <b>TEAM Assistant</b> <i>(edit listings within assigned team)</i>	<input type="checkbox"/> <b>COMPANY Assistant</b> <i>(edit listings for the whole company)</i>
Sponsoring Agent Met ID:	Office Met ID:	List all Team Members or Companies on a separate sheet	
Agent Name:		Team Lead Name:	Comp Met ID:

**Assistant Applicant Name:** \_\_\_\_\_

**Assistant Phone:** \_\_\_\_\_ **Assistant Email:** \_\_\_\_\_

**Is Assistant Licensed?**     NO         Yes        **If YES, License #:** \_\_\_\_\_

The individual named above ("Support Applicant") does hereby make application for subscription access to Metro MLS as support personnel. In making application the Applicant does hereby certify such Applicant currently satisfies and continues to satisfy all the following requirements:

1. Support Applicant will directly or indirectly access or use the Listing information stored in the MLS solely in support of the Subscriber or Participant named above. Such access and use include, but are not limited to, direct access to or use of the MLS and the use of the other devices or services provided by the MLS or its affiliated or licensed vendors or suppliers, that permit access to and use of any Listing information from the MLS;
2. Support Applicant does NOT use, directly or indirectly, in any manner whatsoever information from the MLS to list properties for sale or lease and does not participate directly, except in support of the Subscriber or Participant, in listing or sales activity for any properties listed in the MLS;
3. Support Applicant complies with the policies contained in the SCBR MLS Rules and Procedures as they may from time to time be amended.
4. If it is found that the licensed assistant is using MLS access for personal gain, they will be added as an MLS agent member and will lose the ability to edit other's listings or the ability to be added as an assistant going forward.

### CERTIFICATION BY APPLICANT

I hereby certify that I am affiliated with the sponsor named below, and that I understand and meet the requirements listed above. I agree to notify Metro MLS via email immediately at any time that I no longer meet all the above requirements. If I no longer meet all the above requirements and I fail to notify Metro MLS of that fact within the time period specified in the Rules and Regulations, I understand that my access shall be revoked automatically.

**Sponsoring Agent or Team Lead (Signature)** \_\_\_\_\_

**Met ID** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrative Support Applicant's (Signature)** \_\_\_\_\_

**Date** \_\_\_\_\_

**CERTIFICATION BY APPLICANT'S MLS PARTICIPANT (DESIGNATED BROKER)**

I certify that the Applicant named herein is affiliated with me and meets all the above requirements and therefore is eligible for Administrative Support Access to Metro MLS. I certify that the Applicant will be under the immediate supervision of the Sponsor named below, and that I as the MLS Participant am and will continue to be responsible for the actions and conduct of both. Further, I agree to notify Metro MLS immediately if Applicant is no longer affiliated with me or remains affiliated with me but becomes ineligible for administrative access. I understand that any violation of the conditions of this agreement will result in automatic revocation of access for the Applicant. In such event, in order to maintain Applicant's access to the Metro MLS system as a SCBR MLS Subscriber, I agree to pay any and all retroactive MLS Subscriber fees for the current year, plus a \$500.00 non-compliance fee, plus any other penalties specified in the SCBR MLS Policies & Procedures as amended from time to time.

**The Designated Broker below will be billed for the assistant:**

**Designated Broker Name (Printed)** \_\_\_\_\_

**Designated Broker Name (Signature)** \_\_\_\_\_

**Met ID** \_\_\_\_\_ **Date** \_\_\_\_\_

Please submit application to [executive@theSCBR.com](mailto:executive@theSCBR.com)

Sheboygan County Board of REALTORS®  
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