

Unlicensed/licensed assistants must be employed by the brokerage or be employed by a participating broker, a subscriber, or a group of participating brokers and/or subscribers to the MLS. Unlicensed/licensed assistants may only access the MLS database and public records tax database provided for the purpose of assisting a Participating Broker or Subscriber.

Licensed Assistants must confirm their license is in holding to be eligible under this document for MLS Access.

When including information for each assistant or office admin, please indicate the level of access requested.

The purpose of this agreement is to prevent unlawful access or use of the MLS database. Levels One through Three include data access to listings, photos, open houses and virtual tours, and the ability to run searches and reports. Level Four includes additional access to act on behalf of others within the office or brokerage. Level Four access is limited and will be reviewed by GMAR Management prior to granting access.

Each office may have unlimited complimentary access for **UNLICENSED** Assistants/Office Administrators. For Office Administrators or Assistants who maintain an active real estate license with a holding company and are employed by the brokerage, access is also available at no cost. REALTORS® or individuals with an active Real Estate license not in holding who are seeking additional administrator or personal assistant access are subject to standard REALTOR® member dues including GMAR Association dues, GMAR MLS fees, as well as NAR and Michigan REALTORS® dues.

***Only UNLICENSED or licensed with a holding company Assistants/Office Administrators qualify for complimentary access.**

Level One	Ability to add/change listings for individual agents. *Personal Assistants to agents may only have Member access	SentriLock Access
Level Two	Ability to add/change listings for anyone in entire office.	
Level Three	Ability to add/change listings for anyone in entire brokerage/company – includes multiple offices.	
Level Four	Superuser access. Ability to act on behalf of another user to access and perform additional functions such as transactions.	
		<p>SentriLock Electronic Lockbox Access provides access to the website and the ability to manage the functions of the lockbox system for electronic lockboxes assigned to the Designated REALTOR® (Broker) and Agents in the office.</p> <p>Please indicate on the form if you authorize access for the Administrative Assistant or Personal Assistant and if multiple offices, include all offices that the admin should have access to.</p>

Once the completed application has been processed an email confirmation will be sent to the address on file, which will contain a link to register for the MLS training webinar. This must be completed within 30 days after access has been provided to the MLS.

- By allowing the above permission to access the MLS, I am responsible for their actions.
- Should the above be found in violation of this agreement or the MLS Rules and Regulations, I will be held responsible for their actions, which may result in termination of my MLS participant access.
- Should this individual become a licensed real estate agent, I have 30 days from the license date to notify of this change. In addition, should this assistant’s employment be terminated, I will immediately notify the MLS.
- Proof of employment may be required to provide access to the MLS.
- Fees paid for this access are non-refundable and will be billed to the Designated Realtor®/Broker.
- The assigned password is confidential and may not be used by any other person.

The undersigned hereby submits this application for MLS Office Administrative membership in the GMAR Multiple Listing Service and agrees to abide by the Bylaws, Rules and Regulations and Policies of the Service, which can be found at: www.GMARonline.com

Assistant Name & Position (Personal Assistant or Office Administrator?)	License Status	Access Level	Input Listing/Edit Listing Access	Sentrilock Access
	<input type="checkbox"/> Active License <input type="checkbox"/> Unlicensed <input type="checkbox"/> License in Holding	<input type="checkbox"/> Level One <input type="checkbox"/> Level Two <input type="checkbox"/> Level Three <input type="checkbox"/> Level Four	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assistant Phone	Assistant Email Address	Assistant License Number (if applicable)		
Agent/Subscriber Name (if Personal Assistant)		Agent/Subscriber License Number (if Personal Assistant)		
Name of Office(s) to which the Office Administrator should have access				

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Assistant Phone	Assistant Email Address	Assistant License Number (if applicable)		
Agent/Subscriber Name (if Personal Assistant)		Agent/Subscriber License Number (if Personal Assistant)		
Name of Office(s) to which the Office Administrator should have access				

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Assistant Phone	Assistant Email Address	Assistant License Number (if applicable)		
Agent/Subscriber Name (if Personal Assistant)		Agent/Subscriber License Number (if personal assistant)		
Name of Office(s) to which the Office Administrator should have access				

Please complete the below section to confirm the MLS Rules & Regulations and Policies have been reviewed and will be followed.

Office Name: _____

Designated REALTOR®/Broker Name (please print): _____

Designated REALTOR®/Broker Signature: _____ Date: _____

Agent's Signature (if personal assistant): _____ Date: _____

Assistant's Signature: _____ Date: _____