



3422 Duck Ave., Key West, FL 33040 • 305-296-8259 • www.keywestrealtors.org

MLS ADMINISTRATIVE ASSISTANT APPLICATION

I hereby apply for MLS Administrative Access in the Multiple Listing Service of the Key West Association of REALTORS®. I agree to abide by the MLS Rules and Regulations, other MLS policies, and applicable requirements of the Association. I understand that MLS access is contingent upon continued employment with an MLS Participant or a REALTOR® who is licensed with an MLS Participant.

APPLICANT INFORMATION

Applicant Name:

Home Address:

Phone:

Email:

Firm Name:

Firm Phone:

Firm Address:

BASIS FOR ADMINISTRATIVE ACCESS

☐ Unlicensed Personal Assistant employed by: *Name of REALTOR® Employer*

☐ Office Administrator / Secretary employed by: *Name of MLS Participant Employer*

LEVEL OF MLS ACCESS REQUESTED

☐ **Basic**

Full access; may add/change listings for the above-named REALTOR®.

☐ **Office**

Full access; may add/change listings for the company/office.

APPLICATION FEE (ONE-TIME): \$50 ANNUAL ADMINISTRATIVE ACCESS FEE: \$450

AUTHORIZATION

Applicant Signature:

Date:

MLS Participant (Broker)
Signature:

Date:

BROKER RESPONSIBILITY: MLS access is subject to the current KWAR MLS Rules and Regulations. The MLS Participant is responsible for office administrators with add/edit capabilities and for ensuring authorized users comply with MLS rules and policies.

OFFICE USE ONLY

Access Level:

Access Created:

Application Fee Paid:

Annual Fee Paid: