MiRealSource
Michigan Multiple Listing Service
Your Real Source for Real Estate

Ph: 248/247-1040 **Fax: 248/247-1045**

LICENSED *AGENT* REQUESTING ADMINISTRATIVE STAFF

BROKER/OWNER NAME: _____

COMPANY NAME: _____ OFFICE ID #: _____

OFFICE ADDRESS: _____

_____

PHONE NUMBER: ( ) _____

FAX NUMBER: ( ) _____

Please assign my licensed agent _____ License # _____ an "administrative assistant" login for his/her **personal admin** at the ***cost of $10 per month to be billed to the individual agent***.

Below is the **(UNLICENSED)** administrative staff member that is working for the agent noted above who will require access to the MiRealSource MLS system.

ADMINISTRATIVE STAFF: ☐ **ACTIVATE** ☐ **INACTIVATE**

_____ _____ _____

(Name) Email Address: Contact Phone:

MUST PROVIDE THE FOLLOWING DOCUMENTATION FOR ADMIN LOGIN:

☐ COPY OF CURRENT DRIVERS LICENSE - OR- CURRENT MICHIGAN PHOTO I.D.

☐ ADMIN'S CURRENT PAYSTUB or 1099 ISSUED BY EMPLOYING AGENT, OR COPY OF W-4 FORM, OR OTHER FORM OF CONFIRMING DOCUMENTION SHOWING EMPLOYMENT WITH AGENT.

☐ **DOES ADMIN HOLD A CURRENT REAL ESTATE AND/OR APPRAISER LICENCE** **Y** ☐ **N** ☐

IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

BROKER NAME:_____

FIRM NAME: _____

FIRM ADDRESS: _____

☐ COPY OF REAL ESTATE / APPRAISER LICENSE ☐ COPY OF CONTRACT WITH BROKER (ABOVE)

I understand it is my responsibility to inform the MLS when this person ***leaves my employ*** so they can be removed from our office admin login file AND inform the MLS if I ***employ any new administrative staff*** so they can be issued an individual login ID to access the MLS.

BROKER/OWNER SIGNATURE: _____ DATE: _____

MLS USE ONLY:

☐ APPROVED FOR PROCESSING ☐ ADDITIONAL INFORMATION REQUIRED

DATE RECEIVED _____ DATE ID ASSIGNED _____ ID # ASSIGNED _____

DATE RETURNED TO BROKER: _____