

**BROKER/OWNER
ADMINISTRATIVE STAFF ---- REQUEST/REMOVE FORM**

BROKER/OWNER NAME: _____

COMPANY NAME: _____ OFFICE ID #: _____

OFFICE ADDRESS: _____

PHONE NUMBER: () _____

FAX NUMBER: () _____

Below is my **(UNLICENSED)** administrative staff member that is working for my company 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 ISSUED BY EMPLOYING BROKER, OR COPY OF W-4 FORM, OR OTHER FORM OF CONFIRMING DOCUMENTATION SHOWING EMPLOYMENT WITH BROKER.
- 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:	<input type="checkbox"/> APPROVED FOR PROCESSING	<input type="checkbox"/> ADDITIONAL INFORMATION REQUIRED
DATE RECEIVED _____	DATE ID ASSIGNED _____	ID # ASSIGNED _____
DATE RETURNED TO BROKER: _____		