



MLS System Access Agreement for Assistants

Please Print:

Assistant Name, Firm Name, Assistant Phone (required), Firm Phone, Assistant E-mail (required), Firm Address

Assistant is (check one):

Non-Licensed, Licensed (NOTE: Licensed Assistants must also complete a Declaration of Non-Engagement.)

Assignment: Assistant is to be assigned to: Name of MLS Participant or Subscriber

Permissions (check one):

Same as MLS Subscriber, Same as Office Manager, Same as MLS Participant

NOTE: Permissions may not exceed the permissions of the person to whom the Assistant is assigned.

By signing below the Assistant agrees to complete an orientation program of no more than four (4) classroom hours devoted to the MLS Rules and Regulations (available on www.maar.org) and the operation of the MLS within thirty (30) days after access has been provided.

Assistant Signature, Date

By signing below both the MLS Participant and Subscriber (if applicable) agree to notify the MLS within twenty-four (24) hours upon the termination or resignation of the above-named Assistant and acknowledge that per the MLS Rules and Regulations (available on www.maar.org), failure to provide such notification shall result in the Participant or Subscriber (if applicable) being assessed a \$100 (one hundred dollar) fine.

MLS Participant Signature, Date

MLS Subscribe Signature, Date

Completed forms may be faxed to 901.761.4003 or scanned and emailed to phyllis.mckee@maar.org or mailed to MAAR, P.O. Box 171159, Memphis, TN 38187-1159. Upon receipt of completed form, MAAR Staff will contact the Assistant to assign login information.