



Chargeable (\$45) Office Assistant Access Application

PLEASE COMPLETE THIS FORM ONLY IF YOU HAVE ALREADY RECEIVED YOUR ALLOTMENT OF FREE OFFICE ASSISTANT ACCOUNTS.

Offices with 10 or more MLS Subscribers are eligible to receive up to two (2) free accounts. Offices with 9 or fewer MLS Subscribers are eligible to receive up to one (1) free account.

CHARGEABLE OFFICE ASSISTANT ACCESS IS AVAILABLE FOR A FEE OF \$45 PER MONTH, BILLED QUARTERLY TO THE DESIGNATED REALTOR®/BROKER OWNER.

Please return this completed form to Realcomp via fax at 248.553.4244.

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|---|---|--|--|--|
| COMPANY INFO | | | | |
| Firm Name: _____ Firm License Number(s): _____ Firm Address: _____ City, State & Zip: _____ Designated REALTOR® E-mail Address: _____ Office Phone: _____ Office Fax: _____ | | | | |
| ACCESS PRIVILEGES | Office Assistant Access is for office assistants who are <u>unlicensed</u> or <u>have their license in a holding company</u>. It includes two (2) choices of access privileges: 1) Code 72 - Enables assistant to load listings, edit listings/statuses, & load photos; -or- 2) Code 75 - Enables assistant to perform all of the above functions (for code 72), plus update information for the office (i.e. display name, e-mail address, phone number, company logo, and Showing Assist preferences). | | | |
| I SUBMIT THE FOLLOWING INDIVIDUAL(S) IS/(ARE) EMPLOYED BY ME. I UNDERSTAND THAT I AM RESPONSIBLE FOR PAYING A FEE OF \$45.00 PER MONTH, BILLED QUARTERLY, FOR EACH OFFICE ASSISTANT ACCOUNT AND THAT I AM ALSO RESPONSIBLE FOR INFORMING REALCOMP WHEN AN ASSISTANT IS NO LONGER WITH MY OFFICE. | | | | |
| FULL NAME OF ASSISTANT | ASSISTANT'S E-MAIL ADDRESS | LICENSE STATUS TYPE (72 or 75) | DESIRED PRIV. REQUESTED | ACTION |
| | | <input type="checkbox"/> Unlicensed <input type="checkbox"/> License number in holding co.: _____ | <input type="checkbox"/> Code 72 <input type="checkbox"/> Code 75 | <input type="checkbox"/> Add New Access <input type="checkbox"/> Mod. Existing Access <input type="checkbox"/> Remove Access |
| | | <input type="checkbox"/> Unlicensed <input type="checkbox"/> License number in holding co.: _____ | <input type="checkbox"/> Code 72 <input type="checkbox"/> Code 75 | <input type="checkbox"/> Add New Access <input type="checkbox"/> Mod. Existing Access <input type="checkbox"/> Remove Access |
| Designated REALTOR®/Broker Owner/Manager Signature: _____ Name Printed: _____ Date: _____ | | | | |
| <i>For Internal Use Only</i> Date Received: _____ Processed by: _____ Date Requested Add'l Info: _____ E-mailed <input type="checkbox"/> Date: _____ | | | | |
| <small>Revision: 060612</small> | | | | |