



MINNEAPOLIS AREA Association  
of REALTORS®

## Unlicensed Assistant Application - MLS Only Date \_\_\_\_\_

Unlicensed Assistant Name (Last, First, MI) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Assistant Direct Email \_\_\_\_\_ Date of Birth (MM/DD/YEAR) \_\_\_\_\_

Preferred Contact Number (Cell #) \_\_\_\_\_ (Office Main #) \_\_\_\_\_

I hereby certify that the individual listed above is an unlicensed support staff employed by me and is authorized to obtain an individual MLS access code to work on my behalf.

Agent Name \_\_\_\_\_ MAAR NRDS ID # \_\_\_\_\_

Broker Office Name \_\_\_\_\_ Office NRDS ID # \_\_\_\_\_

Office Address \_\_\_\_\_ Agent Direct Email \_\_\_\_\_

Agent Signature \_\_\_\_\_

Credit Card \_\_\_\_\_ Exp. \_\_\_\_\_ Security Code \_\_\_\_\_

**Dues/Fees: There will be no refund of dues or fees paid for this applicant, unless applicant is denied membership.**

Unlicensed Assistants are paid by the agent and are required to register with MAAR and obtain a MAAR ID and NorthstarMLS Access. This access is available only to an agent assistant who is not licensed, in any state, in either real estate or appraisal and who is not already working in the real estate industry in any capacity (including mortgage, title, home inspection, etc.). The duties performed by the unlicensed agent assistant must pertain to and be in conjunction with the scope of their supervising agent's business. The unlicensed agent assistant may not engage in listing, selling, leasing, managing, counseling or appraising real property on their own behalf.

### Responsible Broker or Office Manager Certification

I am approving NorthstarMLS access for the person named above and will notify MAAR immediately of any change in the agent assistant relationship upon termination. I further acknowledge that I will be liable for any unauthorized use of the NorthstarMLS system or penalties incurred as outlined in the RMLS Rules and Regulations.

Broker/Office Manager Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

MAAR Member ID # \_\_\_\_\_

If you would like your assistant to have access to your listings, you will need to create a Team in the MLS and then add the assistant to the team. For more information, go to [www.northstarmls.com](http://www.northstarmls.com), select Resources > Add/Edit on the LEFT side of the page > Team Set up and Maintenance.

If you have additional questions, please contact the RMLS helpline at 651.251.5456.

**\*Each January, MAAR will be confirming the status  
of this applicant and charging a \$50 administration fee.**

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