



# Office Support Staff Application

Date \_\_\_\_\_

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

Office Address \_\_\_\_\_

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

Office Phone \_\_\_\_\_

I hereby certify that the individual listed below is an unlicensed Office Support Staff employed in my office and is authorized to obtain an Office Support Staff MLS access code in the following capacity (please check one):

Member Type:  Office Administrator  Secretary  Office Assistant

Office Support Staff Name (Last, First, MI) \_\_\_\_\_

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

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

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

Preferred Contact Number \_\_\_\_\_

Primary REALTOR® Association \_\_\_\_\_

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

NorthstarMLS Office Support Staff access is available only to an office support person 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.). Office Support Staff is defined as staff that is paid by the participating broker. A copy of the most recent pay stub must be furnished upon request (SS # & dollar amounts blacked out).

### Broker/Office Manager Certification

As the Designated Broker/Office Manager of this office, I am approving NorthstarMLS access for the person named above and I will notify MAR immediately if the person named above is no longer employed by my office. I will submit a new form for any new office support staff that requires NorthstarMLS access employed after the date of this document. 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 \_\_\_\_\_

MAR Member ID # \_\_\_\_\_

**\*Each January, MAR will be confirming the status of each office support staff and charging an administration fee accordingly.**