

SOUTHWESTERN ILLINOIS REGIONAL MULTIPLE LISTING SERVICE, INC

ADMINISTRATIVE ASSISTANT/SECRETARY/PERSONAL ASSISTANT

I, _____ accept responsibility for _____
(Print Broker Name) (Print Applicant Name)

to use the MLS system to input, revise, search and print data for ALL AGENTS IN YOUR FIRM OR
only the following agents _____.

(Please enter the login ID's for each agent whose information you wish applicant to access)

I understand that the misuse of the MLS service/MLS data by the above Agent/Firm Administrative Assistant, Secretary, Personal Assistant could jeopardize my status in the MLS and subject me to penalties. I agree to notify the MLS and GGAR immediately if the above applicant should leave our employment. Information must be filled out completely before the application will be accepted by the SIR/MLS office. Please complete this form and fax it to 618-692-8307 or email to general@gatewayrealtors.com.

(Broker/Office Manager Signature)

(Date)

ADMINISTRATIVE ASSISTANT/SECRETARY/PERSONAL ASSISTANT INFORMATION

Name: _____ Email: _____

Firm Name: _____ Firm ID: _____

Firm Address: _____

Firm Telephone: _____ Home Phone: _____

I certify that the following information is correct, I am a:

- Licensed Real Estate Agent (must be accompanied by an MLS waiver before a login will be issued)
 Non-Licensed Administrative Assistant/Secretary/Personal Assistant
 Licensed or Certified Appraiser

I understand my misuse of the SIR/MLS system and data will jeopardize my Broker's status and subject him/her to penalties.

(Applicant's Signature)

(Date)

Login ID: _____

First 4 letters of LAST Name, First letter of FIRST Name

Password _____

Must contain at least 8 characters with at least 1 letter and 2 numbers