

**SOUTHWESTERN ILLINOIS REGIONAL MULTIPLE LISTING SERVICE, INC**

1016 R Eastport Plaza Dr., Collinsville IL 62234

Telephone: 618.343.3030

Fax: 618.343.3076

**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** **the following agents**

**(PLEASE ENTER THE LOGIN ID'S FOR EACH AGENT WHOSE INFORMATION YOU WISH APPLICANT TO ACCESS)**  
behalf. 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 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 mail it to the above address or fax to the SIR/MLS office.**

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

\_\_\_\_\_  
(Date)

**ADMINISTRATIVE ASSISTANT/SECRETARY/PERSONAL ASSISTANT INFORMATION**

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Firm ID: \_\_\_\_\_

Firm Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Firm Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

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 FOUR LETTERS OF LAST NAME FIRST LETTER OF FIRST NAME)