

# MARIS

## Administrative & Personal Assistant Application

### Application Type

<input type="checkbox"/> Unlicensed Office Admin	<input type="checkbox"/> Unlicensed Personal Assistant
<input type="checkbox"/> Licensed Office Admin	<input type="checkbox"/> Licensed Personal Assistant
Licensed Office Admin On Waiver - <i>(Licensed Admin Waiver must be completed)</i>	

Current User ID (If Applicable) \_\_\_\_\_  
Complete if reactivating or transferring only

### Admin/Assistant Information

License (If Applicable): \_\_\_\_\_ NRDS (If Applicable): \_\_\_\_\_

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

Preferred Nickname: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

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

Complete Office Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**NOTE: MARIS will send your new subscriber ID and password to the email address listed above.**

### Designated Responsible Party

I accept responsibility for my above-named Personal Assistant to use the MLS system to input, revise, and research data on my behalf. I understand that any misuse of the MLS service or MLS data by them may jeopardize my MLS status and subject me to penalties. I agree to notify MARIS immediately if my Personal Assistant is no longer employed by me, working under my supervision, or job description changes.

Responsible Agent Name: \_\_\_\_\_

Responsible Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MARIS

## Administrative & Personal Assistant Application

As the authorized Broker for this office, I accept responsibility for the above-named Administrative Assistant to access and use the MLS system to input, revise, and research data on behalf of this brokerage and our agents. I understand that any misuse of the MLS service or MLS data may jeopardize the MLS status of this office and may result in penalties. I agree to notify MARIS immediately if my Administrative Assistant is no longer employed by or affiliated with this office, or if their job responsibilities or license status change.

Responsible Broker: \_\_\_\_\_

**New Admin/Assistant Fee** - All new administrative and personal assistants must pay a \$50 admin/assistant fee. Inactive subscriptions of more than 30 days pay this fee to reactivate.

**Unlicensed Assistant Fee** - MLS quarterly fees are \$25 per unlicensed admin or personal assistant. The amount is **not** prorated per quarter.

**MLS Quarterly Fees on Waiver** - MLS quarterly fees are \$25.00 per active licensed assistant on waiver. The amount is **not** prorated per quarter.

**MLS Quarterly Fees** - MLS quarterly fees are \$120 per active licensed Assistant. The amount due is prorated based on the quarterly fee schedule (see grid below).

**FEES ARE NON-REFUNDABLE**

Pro-Rated Quarterly Fee Join Date 1 <sup>st</sup> -15 <sup>th</sup>	Pro-Rated Quarterly Fee Join Date 16 <sup>th</sup> -31 <sup>st</sup>	Quarterly Fee Amount
Q1 Jan \$120  Feb \$80  March \$40	Q1 Jan \$80  Feb \$40  March \$120	Q1 Subscriber Fee: <i>(If applicable)</i>
Q2 April \$120  May \$80  June \$40	Q2 April \$80  May \$40  June \$120	Q2 Subscriber Fee: <i>(If applicable)</i>
Q3 July \$120  August \$80  Sep \$40	Q3 July \$80  August \$40  Sep \$120	Q3 Subscriber Fee: <i>(If applicable)</i>
Q4 Oct \$120  Nov \$80  Dec \$40	Q4 Oct \$80  Nov \$40  Dec \$120	Q4 Subscriber Fee: <i>(If applicable)</i>
<b>New Admin/Assistant Fee \$50.00</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	New Member Fee:
<b><u>Payments must be made within 2 business days of activation.</u></b> <i>Please see attached for online payment instructions.</i>		<b>Total Amount Due:</b>

*I acknowledge and agree to pay MARIS the above amount for access to MLS services.*

Admin/Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Witnessed)