

MARIS

Licensed Administrator Waiver

This waiver serves to confirm that the individual listed below, although a *licensed real estate agent*, is joining the office in the capacity of an **Office Administrator** for clerical purposes only and will be granted limited MLS access solely for administrative support functions. The waiver fee is **\$25.00**, invoiced quarterly.

Licensed Administrator Information

Name: _____ (As shown on license)

Real Estate License Number: _____

E-mail address: _____ Primary Phone: _____

Office Details

Brokerage/Office Name: _____

Managing Broker: _____ Primary Phone: _____

Complete Office address: _____

Terms & Conditions

By signing this waiver, Managing Broker acknowledges and verifies the following:

1. The licensed administrator will serve **only in an administrative (clerical) capacity** within the office. The licensed administrator's access to the MLS system is **strictly limited to clerical and administrative tasks** performed on behalf of the office or its agents.
2. The licensed administrator is **NOT a REALTOR® member of an Association or Board of REALTORS®**.
3. The licensed administrator **does NOT list or sell real estate**.
4. The licensed administrator **does NOT receive commissions or any form of compensation** related to the listing, selling, or leasing of real estate.
5. The licensed administrator **does NOT hold membership or access credentials** with **SUPRA**, **Sentrilock**, or any electronic lockbox system.
6. If the licensed administrator at any time engages in listing, selling, or other real estate activities, or otherwise fails to meet the above conditions, the administrator must immediately:
 - Notify MARIS of the change
 - Be reclassified as a full **MLS Subscriber**, and
 - Pay the full quarterly subscriber fee of \$120.00, plus back fees to the date of MLS use as a full **MLS Subscriber**.
7. The Participant (Broker) assumes full responsibility for ensuring compliance with the above terms and notifying the MLS of any change in status

License Admin Signature : _____ Date : _____

Participant (Broker) Signature : _____ Date : _____