



**Emerald Coast Association of REALTORS®
Request for Administrative Assistants User IDs**

Each person using the ECAR MLS needs to login with an individual User ID. Administrative assistants must be assigned an ID before they can use the MLS. Here are the guidelines for requesting a User ID for an administrative assistant:

1. Only the Participating Broker of an office may request a User ID for an administrative assistant (even for those who assist individual agents).
2. Every administrative assistant must have his or her own User ID.
3. Licensed assistants must be full service MLS subscribers.
4. All unlicensed assistants are covered under the Participant Agreement, and the Participating Broker is responsible for their actions in regards to their use of the MLS.
5. Every unlicensed assistant will be assigned a unique User ID.
6. The access level of the assistant is determined by the access level of the person indicated in the "Assistant To" field in this form.
7. As of June 15, 2010, an application fee of \$50 will be assessed for each admin assistant application. This fee cannot be charged to a member account and must be paid at the time of application.

Please fill in the information below and fax it to 850-275-1078.

PLEASE PRINT!

_____ Is this person a licensed agent/appraiser in any state? Yes No
Applicant Name

_____ City _____ State _____ Zip
Address

_____ Office Direct Phone
Cell Phone

_____ Send access info to: Broker Agent Assistant
Email Address (please circle one or more)

_____ ID _____ Office Name _____ ID
Assistant To (for multiple agents, use ID only)

_____ Date _____
Assistant Signature

_____ Date _____
Participating Broker's Signature

Payment Info

Credit Card: Visa MC Discover AmEx Check # _____

_____ Expiration Date _____ Billing Zip _____
Card #

_____ Cardholder Signature _____
Name on Card

Staff Only ID# _____



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Admin Assistant Maintenance Policy

The Administrative Assistant Application must be completed with the signature of the designated broker of the office and payment information. The application fee cannot be billed to any account without written authorization from ECAR CEO or CFO.

- Transfer of application fee: A previously paid application fee cannot be transferred to a new admin assistant application. If an admin assistant application was paid and processed, and the assigned access inactivated within 30 days, the application fee for a new admin assistant will be waived.
- Inactivation of Admin Assistant: An agent or broker can inactivate the admin assistant access by sending a written request, fax or email, to ECAR.
- Reactivation of Admin Assistant: An admin assistant access can only be reactivated if they are returning to work for the same agent or broker and have been inactive for less than 18 months. Written authorization from the designated broker of the office by fax or email is required.
- Transfer of Admin Assistant Access: The username assigned to an admin assistant cannot be transferred to a different admin assistant. The username can be assigned to a different office if the assistant is working for the same agent, with a new application signed by the new designated broker. The application fee will be waived for this situation.
- If an admin assistant will be working for more than one agent, this must be indicated on the application. If the admin is working for the broker of the office, one username will be created with the appropriate MLS access level based on the MLS access level of the broker. If the admin will be working for multiple agents, not including the broker of the office, multiple usernames will be created for the admin with the appropriate MLS access level based on the MLS access level of the requesting agent. Each access will be covered by the same application fee.
- If an admin assistant is also a full service MLS subscriber, the application fee will be waived.
 - Admin application fees that have been previously paid will be refunded if the admin was, at the time of application, and is still a full service MLS subscriber.
 - Admin application fees will not be refunded if the admin later becomes a full service MLS subscriber.
 - Admin assistants who have had the application fee waived and later inactivate their ECAR full service MLS subscription will be charged the application fee at the time their MLS subscription is inactivated.

Applicant Name

Participating Broker's Signature

Date



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**EMERALD COAST ASSOCIATION OF REALTORS®
SUPRA ADVANTAGE EXPRESS SUPRACARD AND KEYBOX
LEASE AGREEMENT WITH ADMINISTRATIVE ASSISTANT**

NAME: _____ MLS ID#: _____

OFFICE: _____ OFFICE ID#: _____

DESIGNATED REALTOR® APPROVAL: (Broker of Record) *

(Signature of Designated REALTOR®/Broker)

DATE: _____

Or blanket approval previously signed and on file: _____

This agreement is entered into by the Emerald Coast Association of REALTORS® (the Association), the Designated REALTOR® of the office named above, and the REALTOR® named above.

The undersigned acknowledges and agrees:

- 1). That all Suprakeys provided by the Association for use in its Keybox System are and will remain the property of the Association and may not be sold, transferred, exchanged, or otherwise conveyed to any third party except by specific written authority of the Association.
- 2). That a copy of the Rules enacted by the Board of Directors of the Association has been received and the undersigned further agrees to abide by those Rules. Those Rules are incorporated by reference as a part of this lease agreement.
- 3). That the undersigned will maintain the key issued to them in their custody or in a safe place, not attach or store their PIN with the key, not allow their key to be used by any other person under any circumstances, and not attempt to manipulate or duplicate the key.
- 4). That the undersigned will pay such fees and charges as shall be enacted by the Association for use of the system.

Signed: _____ Date: _____
(ASSISTANT)

*** Note: Keys are distributed by appointment only. Call (850) 244-2411 for scheduling.**



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Permissible Activities of an Unlicensed Assistant*

Unlicensed assistant is defined as support staff for a real estate corporation or other licensed individuals.

- Answer the phone and forward calls
- Fill out and submit listings and changes to any multiple listing service
- Follow-up on loan commitments after a contract has been negotiated and generally secure the status reports on the loan progress
- Assemble documents for closing
- Secure documents (public information) from courthouse, utility district, etc.
- Have keys made for company listings, order surveys, termite inspections, home inspections and home warranties with the licensed employer's approval
- Write ads for approval of the licensee and the supervising broker, and place advertising (newspaper ads, update web sites, etc); prepare flyers and promotional information for approval by licensee and the supervising broker
- Receive, record and deposit earnest money, security deposits and advance rents
- Only type the contract forms for approval by licensee and supervising broker
- Monitor licenses and personnel files
- Compute commission checks
- Place signs on property
- Order items of repair as directed by licensee
- Prepare flyers and promotional information for approval by licensee and supervising broker
- Act as a courier service to deliver documents, pick-up keys
- Place routine telephone calls on late rent payments
- Schedule appointments for licensee to show a listed property
- Be at an open house for:
 - Security purposes
 - Hand out materials (brochures)
- Answer questions concerning a listing from which the answer must be obtained from the licensed employer-approved printed information and is **objective** in nature (not subjective comments)
- Gather information for a Comparative Market Analysis
- Gather information for an appraisal
- Hand out objective, written information on a listing or rental