

Please READ all attached forms CAREFULLY as the information has recently changed.

## Administrative Assistant Checklist: Required

1. A copy of a State Issued Photo ID for the Applicant Assistant.
2. A completed and signed copy of the Administrative Assistant Application, and the Admin Assistant Maintenance Policy signed by the Applicant Assistant and the Broker of Record for the office.
3. The Summary and Acceptance of the ECAR MLS rules must be signed by the applicant and Broker of Record and returned to ECAR before MLS Access is given.
4. Payment information if the Applicant Assistant is not an MLS Subscriber.
5. By signing this application you as the applicant Assistant and the Broker of record for the listed office agree that you have read, understood and agree to all Administrative Assistant Application forms.

## Optional

1. If you would like for the Applicant Assistant to be eligible to request a Supra Key, a completed and signed copy of the EMERALD COAST ASSOCIATION OF REALTORS® SUPRA ADVANTAGE KEY AND KEYBOX LEASE AGREEMENT WITH ADMINISTRATIVE ASSISTANT must be submitted and signed by the Applicant Assistant and the Broker of Record for the office.



# EMERALD COAST ASSOCIATION OF REALTORS®

10 Hollywood Blvd. S.E., Fort Walton Beach, FL 32548 • Phone: 850.243.6145 • info@ecaor.com



## Administrative Assistant Application

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. Please read the following guidelines carefully:

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 unique User ID.
3. Anyone with an active real estate or appraisal license must be a full service MLS subscriber (paying monthly MLS fees to ECAR) in order to be assigned an admin assistant ID. If an admin assistant becomes a licensed agent or appraiser, they must apply for full MLS access.
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. The access level of the assistant is set to a basic level. By "Superusing" as the person indicated in the "Assistant To" field in this form the Assistant will have the same access as the person they assist.
6. As of September 1, 2017, 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. A monthly fee of \$5 will be billed to the assistant's ID for MLS access.
7. A copy of a State Issued Photo ID for the Applicant Assistant is required.

**Please fill in the information below and email to Pearl@ecaor.com AND Kimberly@ecaor.com**  
**Incomplete forms will NOT be processed. If filling out by hand PLEASE PRINT!**

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

\_\_\_\_\_

Cell Phone

\_\_\_\_\_

Direct Phone

\_\_\_\_\_

Email Address

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

\_\_\_\_\_

Assistant To (Name \*for multiple agents, use IDs only)

\_\_\_\_\_

Assistant To (MLS ID)

\_\_\_\_\_

Office Name

\_\_\_\_\_

Office MLS ID

\_\_\_\_\_

Assistant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Participating Broker's Signature

\_\_\_\_\_

Date

**By signing this form I as the Applicant Assistant and the Broker of record for the listed office agree that I have read, understood and agree to all Administrative Assistant Application forms.**

### Payment Information:

Check # \_\_\_\_\_  
Original Check must be received before application can be processed.

Credit Card:    Visa    MC    Discover    AmEx

\_\_\_\_\_

Card #

\_\_\_\_\_

Expiration Date

\_\_\_\_\_

Billing Zip

\_\_\_\_\_

Name on Card

\_\_\_\_\_

Cardholder Signature

## 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 Association Executive.

- 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, 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.

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Applicant Name

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Date

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Participating Broker's Signature

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Date

(Revised 02/17/11)

## Summary and Acceptance of ECAR MLS Rules

The document includes a summary of the ECAR MLS rules. MLS access will not be distributed until this signed page is received by ECAR MLS staff. The full rules can be reviewed at [www.emeraldcoastrealtors.com/about/association/](http://www.emeraldcoastrealtors.com/about/association/).

### Access violations: Automatic \$1000 fine

1. Giving MLS access to anyone who is not authorized for MLS use. Section 12
2. Giving MLS data to an office or company outside of the MLS participation for their business use. Section 4
3. Failing to keep confidential information confidential (example: providing customers with full agent report). Section 10
4. Inappropriate use of IDX data. Section 18.2.6

### Class 3 violations: Automatic \$100 fine with additional fines assessed if violation is not corrected before deadline

1. Contact information in a customer available field, such as agent/brokerage/seller name or contact info in the Remarks, Directions, Photos, videos/virtual tours, or public Documents. Section 4.4
2. Having two active listings in the same property type for the same list agent and the same list office. Section 1 Note 6

### Class 1 violations: Automatic \$200 fine

1. Failure to follow the showing instructions on the MLS listing. Section 4.5
2. Having an active auction listing in the regular sale property type. Section 1 Note 5
3. Entering a net, open, or in house listing, or a business opportunity (share of an LLC). Section 1 Note 1
4. See full MLS rules for additional information.

### Class 2 violations: Fines assessed only if the violation is not corrected before deadline

1. All details of the listings will be as complete and accurate as ascertainable. Section 1.2
2. Submitting a listing containing creative work (photos, videos/virtual tour, Remarks, Directions, etc) taken from another MLS listing without authorization from the listing broker. Section 12
3. See full MLS rules for additional information.

Any automatic fine is assessed to the list office designated broker. Notice will be delivered by certified mail and email. Class 2 violations are notified by email and phone. Fines of \$100 will be assessed if the violation is not corrected by the given deadline. See Section 9 of the ECAR MLS rules for details on the citation process. If the citation or suggested correction is questioned, you must contact MLS staff immediately. Failure to acknowledge a citation or suggested correction could result in a fine being assessed.

\*\*\*\*\*

By signing this document, I acknowledge this summary of the ECAR MLS Rules, and the fine system that will be implemented if I violate any of the rules in my use of the MLS.

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designated Broker Name (please print)

\_\_\_\_\_  
Designated Broker Signature

\_\_\_\_\_  
Date

**EMERALD COAST ASSOCIATION OF REALTORS®  
SUPRA ADVANTAGE KEY AND KEYBOX  
LEASE AGREEMENT WITH ADMINISTRATIVE ASSISTANT  
(Optional if key not desired)**

NAME: \_\_\_\_\_ MLS ID#: \_\_\_\_\_

OFFICE: \_\_\_\_\_ OFFICE ID#: \_\_\_\_\_

**DESIGNATED REALTOR® APPROVAL: (Broker of Record) \***

\_\_\_\_\_  
*(Signature of Designated REALTOR®/Broker)* DATE: \_\_\_\_\_

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.
- 5) That failure to follow the showing instructions on a listing is an Automatic \$200 fine that will be assessed to the Broker.

Signed (Assistant): \_\_\_\_\_ Date: \_\_\_\_\_

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

### 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

\*Revised and approved by FREC 09/15/2009