



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 Administrative Assistant Maintenance Policy signed by the Applicant Assistant and the Designated REALTOR® Broker for the office.
3. The summary and the acceptance of the ECMLS rules must be signed by, the applicant and Designated REALTOR® Broker, 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 Designated REALTOR® Broker for the listed office agree that you have read, understand, and agree to all Administrative Assistant Application forms.

Optional

If you would like 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 Designated REALTOR® Broker for the office.



EMERALD COAST ASSOCIATION OF REALTORS®

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



Administrative Assistant Application

Each person using the ECMLS 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 Designated REALTOR® 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) 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 Designated REALTOR® Broker is responsible for their actions regarding their use of the MLS.
5. The access level of the assistant is set to a basic level. By “Super using” 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 along with the first month of MLS fees. A monthly fee of \$5 will be automatically 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

Membership@ECAOR.com

Incomplete forms will NOT be processed. If you are filling it out by hand, **PLEASE PRINT!**

Applicant Full Name

Applicant Primary Phone Number

Is the applicant a licensed agent/appraiser in any state?
Yes No

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

Applicant Email Address

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

Assistant To Email Address

Assistant to (MLS ID)

Office Name

Office MLS ID

Signature of Assistant Applicant Signature

Printed Name of Assistant Applicant

Date

Signature of Designated REALTOR® Broker

Printed Name of Designated REALTOR® Broker

Date

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



Summary and Acceptance of ECMLS Rules

The document includes a summary of the ECMLS rules. MLS access will not be distributed until this signed page is received by ECMLS staff. The full rules can be reviewed at <https://ecmls.com/bylaws-and-policies/>

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 ECMLS Rules, and the fine system that will be implemented if I violate any of the rules in my use of the MLS.

Signature of Assistant Applicant

Printed Name of Assistant Applicant Date

Signature of Designated REALTOR® Broker

Printed Name of Designated REALTOR® Broker Date



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SUPRA ADVANTAGE KEY AND KEYBOX LEASE AGREEMENT WITH ADMINISTRATIVE ASSISTANT (Optional if key not desired)

Assistant Applicant Name : _____ MLS ID#: _____

Office Name : _____ Office ID#: _____

DESIGNATED REALTOR® APPROVAL: (Broker of Record) *

Signature of Designated REALTOR® Broker

Printed Name 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.

Signature of Assistant Applicant

Printed Name of Assistant Applicant

Date

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



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Automatic Credit Card Billing Authorization Form

***Annual Dues are NOT included in automatic billing**

If you would like to enjoy the convenience of automatic billing, simply complete the Credit Card Information section below and sign the form. All requested information is required. Upon approval, we will automatically bill your credit card for the amount indicated and your total charges will appear on your monthly credit card statement. You may cancel this automatic billing at any time by contacting us in writing.

Please send to: Membership@ECAOR.com

PLEASE PRINT CLEARLY

*Member ID must be provided

Customer Information

Customer name: _____	Membership ID: (*ECAR number) _____	Phone: _____
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Initial Payment Authorization

I Authorize Emerald Coast Association of Realtors® to bill the card listed below as ECAR and ECMLS initial payment

We accept the following credit cards: MasterCard, Visa, American Express, and Discover

Card Type: Visa MasterCard American Express Discover

Credit Card Number: _____ Expires: _____

Cardholder's Name: _____ Security Code: _____

Billing Address: _____

City, State: _____ Zip Code: _____

Cardholder's Signature: _____ Date: _____

Automatic Billing Authorization *Required for Assistant MLS Fees

I Authorize Emerald Coast Association of Realtors® to automatically bill the card listed below for monthly MLS dues

Start billing on: _____ End billing when: Contract expires: _____

Customer provides written cancellation

Check if same as the card above

Card Type: Visa MasterCard American Express Discover

Credit Card Number: _____ Expires: _____

Cardholder's Name: _____ Security Code: _____

Billing Address: _____

City, State: _____ Zip Code: _____

Cardholder's Signature: _____ Date: _____



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 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