



Primary Association/Board \_\_\_\_\_

EMPLOYER INFORMATION:

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

Office MLS#: \_\_\_\_\_ Office NRDS#: \_\_\_\_\_

ASSISTANT/USER INFORMATION (check one)

- Personal Assistant (access to only one agent's listings)
- Office Assistant (access to all listings owned by this office)
- Company Assistant (access to all listings owned by this office and any branch offices)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred name: \_\_\_\_\_

(Please note this will appear before your last name)

Agent or office assistant is assigned to: \_\_\_\_\_

Agent MLS ID #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please select your preferred phone from the following  Home  Mobile  Office

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Assistant E-Mail: \_\_\_\_\_

**SIGNATURES**

BROKER SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

ASSISTANT SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

\* \* Please return to your local association/board with a copy of assistant's driver's license,