

Greater Northwest Indiana Association of REALTORS®

Secretary MLS Access Application Form

(Please print or type. This form must be completed in its entirety to be processed.)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Voice Mail (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Phone (\_\_\_\_) \_\_\_\_\_ Company Fax (\_\_\_\_) \_\_\_\_\_

Date Joined Company \_\_\_\_\_

E-mail \_\_\_\_\_ Web Address \_\_\_\_\_

Do you hold a real estate license  No  Yes Is it in inactive status with the IPLA.  No  Yes

License held by: \_\_\_\_\_

If licensed, have you ever been disciplined by a state-licensing agency? Yes \_\_\_ No \_\_\_ If yes, please explain

If licensed, are there any pending or unresolved complaints with any licensing agency or Association of REALTORS®?

Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

Notice: In order to insure the integrity of the Multiple Listing Service of the Greater Northwest Indiana Association of REALTORS®, I hereby certify that I am an employee at the firm listed above and that I am providing staff support for my Principal/Managing broker, whose signature appears below.

I further agree to fulfill my duties relative to the GNIAR/MLS in accordance with the MLS rules and Regulations, the Code of Ethics and bylaws of GNIAR/MLS, as provided.

I further agree that I will not share my confidential MLS ID number and password with anyone, and its use will only be in connection with my work duties and not for personal use.

I further understand that my application cannot be processed without the following:

- 1) a letter of introduction from my Principal/Managing Broker verifying I am a employee of their firm;
2) completing a MLS password form and;
3) presenting a government photo ID, delivered in person or via fax with this application, that identifies me as the individual being given a confidential MLS ID number. If fax is not legible we reserve the right to require identification in person.

I understand that my Principal/Managing Broker must immediately notify GNIAR/MLS in writing when my employment is terminated, and my access will be inactivated.

Staff Support Employee Signature

Signature Manager/Principal/ Participant Managing Broker

Date

Date