



**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 850-275-1075.

PLEASE PRINT!

Applicant Name	<u>Is this person a licensed agent/appraiser in any state?</u> Yes No
Address	City State Zip
Cell Phone	Office Direct Phone
Email Address	<u>Send access info to:</u> Broker Agent Assistant (please circle one or more)
Assistant To (for multiple agents, use ID only) ID	Office Name ID

Assistant Signature	Date
Participating Broker's Signature	Date

Payment Info

Credit Card: Visa MC Discover AmEx Check # _____

Card #	Expiration Date	Billing Zip
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Name on Card	Cardholder Signature
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Staff Only ID# _____



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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