



Unlicensed Personal Assistant Keycard Request Form

Date: _____

PERSONAL INFORMATION:

Name: _____

Home Address: _____

Home/Cell Phone #: _____

Email address: _____

OFFICE INFORMATION:

Office Name: _____

Office Address: _____

Office Phone #: _____

Broker of Record Name: _____

Assistant to: _____

**A \$200.00 APPLICATION FEE, A \$75.00 PERSONAL ASSISTANT FEE,
A SIGNED KEYCARD USAGE AGREEMENT FORM AND A COPY OF
THE TREND APPLICATION MUST ACCOMPANY THIS REQUEST**

*Call to schedule an appointment AFTER the documentation and payment have been
received by NCCBOR*