



West Central Association of REALTORS®

10443 Northland Drive

Big Rapids, MI 49307

231-796-3640

wcar@westcentralaor.org

STAFF ADMINISTRATOR APPLICATION - \$25.00

- 1) Staff Name: _____
- 2) Company Name: _____
- 3) Office Phone: _____ Fax: _____
- 4) Staff Cell Phone: _____
- 5) Staff Residence Address: _____
- 6) Staff email address: _____
- 7) Participant Broker Name: _____

I understand that I will have access to the MLS through my own personal password, but am not entitled to the benefits of a full REALTOR® member and that I do not hold an active real estate license. I will not hold myself out to the public and other REALTORS® as a member of the REALTOR® Association. All advertising and correspondence will disclose my Staff Administrator Status (including business cards, web site, phone and email) and the name of my REALTOR®/Broker Participant. By signing this application, I agree to its terms.

Staff Administrator Signature: _____ Date _____

Staff Administrators may NOT hold an active salesperson's or broker's real estate license, and are employed by a Broker or authorized salesperson. Licensees who violate State License Law by allowing unlicensed assistants to practice real estate on their behalf subject themselves to one or more of the following penalties: 1) Placement of a limitation on their license; 2) Suspension of License; 3) Denial of license renewal; 4) Revocation of license; 5) A civil fine not to exceed \$10,000.00; 6) Censure; 7) Probation; 8) Restitution (MCL 339,602). A licensee MUST pay all dues and MLS fees as a REALTOR®.

Participant Broker Signature: _____ Date _____

END USER AGREEMENT

By signature below, Participant and/or Principal Agent hereby consents to User receiving WCAR MLS services in his/her behalf and accepts responsibility for User conduct as if User were the same as Participant. Participant and/or Principal Agent agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and regulations and other obligations of participation, including payment of fees. He / She further agrees to be bound by the Code of Ethics on the same terms and conditions as association members, as established in the Code of Ethics and Arbitration Manual, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the association. He / She understand that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and that he/she may be assessed an administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, that may be imposed. User acknowledges that he/she has reviewed the WCAR Multiple Listing Service Rules and Regulations and the WCAR Bylaws and agrees to be bound by each together with any subsequent changes, amendments or modifications thereto made from time to time. Use of the WCAR MLS site requires both login information and a password to be used only by the individual to whom it is assigned.

User Authorization MLS Access: (Check Applicable)

Principal Participant User Agent Subscriber User

Licensed Personal Assistant User of _____ (name)

Staff User of _____ (office name)

Reciprocal User of _____ (association/board name)

Print Participant Name _____

Print User Name _____

Participant Signature _____

User Signature _____

Date _____

Date _____