



Western Wisconsin REALTORS® Association

**Application for Office Support Staff
Access to NorthstarMLS**

Email to: Jean@WWRA.org or Fax to: 715-386-8276
Phone: 715-381-4663 Website: www.WWRA.org

Office ID: _____

Office Contact Person: _____

Office Name: _____ Office Contact Person Email: _____

Address: _____

I do not have any Support Staff who needs MLS Access. (Please initial box)

I hereby certify that the individual(s) listed below is an **unlicensed** support staff engaged in my office and is authorized to obtain an individual MLS access code in the following capacity. There is a quarterly fee of \$38 payable to the Association before MLS access is provided. **Fees will be billed to the office staff person requesting access to MLS.

| Name (please print clearly) | Email Address | Role (Office Admin., Secretary, Office Assistant) | Preferred Phone |
|-----------------------------|---------------|---|-----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

If additional names, list and attach to this sheet

Support Staff access is only available to an office support person who is **not licensed** as a real estate broker, salesperson, or appraiser, but has access to the MLS data. Support staff includes but is not limited to a secretary, office manager, or unlicensed personal assistant.

BROKER CERTIFICATION

As the Designated Broker of this office, I am approving MLS access for the person(s) named above. I will notify my Association immediately when the person(s) named above becomes a licensed agent or appraiser or is no longer engaged by or affiliated with the office for which I am the Participant. If the individual(s) becomes licensed, membership with the Association is required. I further acknowledge that I will be liable for any unauthorized usage of the MLS system as outlined in the RMLS Rules and Regulations.

Office Designated Broker (Print)

Office Designated Broker (Signature)

Date