



Daytona Beach Area ASSOCIATION OF REALTORS®

MLS Administrative Membership Policies

Effective April, 2015

Brokers who are Participants in the Daytona Beach Area Association of REALTORS®' Multiple Listing Service may apply for Administrative Membership for their administrative staff. MLS Subscribers licensed with MLS Participants may apply for Administrative Membership for assistants.

Administrative members receive their own unique login to our MLS system, and can be assigned rights to add or change listings for individual agents, offices or whole companies, depending on what level of access is requested by the Broker.

Once the application is completed, it must be submitted to the Daytona Beach Area Association of REALTORS® for processing.

Applications can be submitted in any of the following ways:

- A. emailed to adscrofano@daytonarealtors.org
- B. faxed to 386.677.7429
- C. hand-carried to the DBAAR office
- D. snail-mailed to: 1716 Ridgewood Ave., Holly Hill, FL 32117

- 1) Both the applicant and the MLS Participant must sign the Application for Administrative Membership.
- 2) If the Administrative Member applicant is licensed, he or she must be a member of the Daytona Beach Area Association of REALTORS®.
- 3) No Administrative Memberships will be granted if the applicant is currently licensed in a broker's referral company.
- 4) Administrative Memberships cannot be granted to vendors who perform the same or substantially similar functions for more than one MLS Subscriber in the Daytona Beach Area Association of REALTORS®' MLS.
- 5) Administrative Members are granted at the discretion of the Daytona Beach Area Association of REALTORS® and may be revoked for violations of MLS Rules and/or policies.

Daytona Beach Area Association of REALTORS®
APPLICATION FOR MLS ADMINISTRATIVE MEMBERSHIP

I hereby make application for MLS Administrative Membership in the Multiple Listing Service of the DAYTONA BEACH AREA ASSOCIATION OF REALTORS®. In the event I am admitted to membership, I agree to abide by the MLS Rules and Regulations as approved by the Board of Directors and the National Association of REALTORS® and other policies of the MLS. I understand that my access to the MLS is

contingent upon my abiding by these rules, regulations and policies, and my continued employment with an MLS Participant or MLS Subscriber who is licensed with an MLS Participant. I hereby certify that I am not a vendor or company providing services to more than one MLS Participant or Subscriber in the DBAAR MLS. I hereby submit the following information for your consideration:

Name of Applicant _____

Home Address _____

Home Phone _____ Work E-Mail _____

Name of Firm _____ Phone _____ Fax _____

Office Location/Branch _____

Address _____ City _____ State _____ Zip _____

I am applying for Administrative Membership because I am (check one):

An unlicensed Personal Assistant employed by: _____
(Name of REALTOR® employer)

A licensed Personal Assistant employed by: _____
(Name of REALTOR® employer)

An office administrator or secretary employed by: _____
(Name of MLS Participant employer)

If licensed, do you belong to any other board/association of REALTORS®? If so, please list:

Board/Association(s):

If Licensed, what is your Real Estate File Number? _____

Are you in a referral company? Yes No

Level of MLS Access Requested

(40) Agent (full access, no add/change listings without Broker Approval)

(45) Agent (full access, add/change listings without Broker Approval)

(50) Office (full access, enables add/change listings for one office only)

(60) Company-wide (full access, enables add/change listings company-wide, when feature becomes available)

Signature of Applicant

Date

Signature of MLS Participant (Broker)

Office Use Only <input type="checkbox"/> Granted <input type="checkbox"/> Denied <input type="checkbox"/> Entered _____ NRDS # _____
