

MARIS

Administrative & Personal Assistant Application

Application Type

☐ Unlicensed Office Admin	☐ Unlicensed Personal Assistant
☐ Licensed Office Admin	☐ Licensed Personal Assistant
Licensed Office Admin On Waiver - <i>(Licensed Admin Waiver must be completed)</i>	

Current User ID (If Applicable) _____
Complete if reactivating or transferring only

Admin/Assistant Information

License (If Applicable): _____ NRDS (If Applicable): _____

Name: _____

Preferred Nickname: _____ Primary Phone: _____

Complete Home Address: _____

Office Name: _____

Complete Office Address: _____

Primary Phone: _____

E-mail Address: _____

NOTE: MARIS will send your new subscriber ID and password to the email address listed above.

Designated Responsible Party

I accept responsibility for my above-named Personal Assistant to use the MLS system to input, revise, and research data on my behalf. I understand that any misuse of the MLS service or MLS data by them may jeopardize my MLS status and subject me to penalties. I agree to notify MARIS immediately if my Personal Assistant is no longer employed by me, working under my supervision, or job description changes.

Responsible Agent Name: _____

Responsible Agent Signature: _____ Date: _____



Administrative & Personal Assistant Application

As the authorized Broker for this office, I accept responsibility for the above-named Administrative Assistant to access and use the MLS system to input, revise, and research data on behalf of this brokerage and our agents. I understand that any misuse of the MLS service or MLS data may jeopardize the MLS status of this office and may result in penalties. I agree to notify MARIS immediately if my Administrative Assistant is no longer employed by or affiliated with this office, or if their job responsibilities or license status change.

Responsible Broker: _____

New Admin/Assistant Fee - All new administrative and personal assistants must pay a \$50 admin/assistant fee. Inactive subscriptions of more than 30 days pay this fee to reactivate.

Unlicensed Assistant Fee - MLS quarterly fees are \$25 per unlicensed admin or personal assistant. The amount is **not** prorated per quarter.

MLS Quarterly Fees on Waiver - MLS quarterly fees are \$25.00 per active licensed assistant on waiver. The amount is **not** prorated per quarter.

MLS Quarterly Fees - MLS quarterly fees are \$120 per active licensed Assistant. The amount due is prorated based on the quarterly fee schedule (see grid below).

FEES ARE NON-REFUNDABLE

Pro-Rated Quarterly Fee Join Date 1 st -15 th	Pro-Rated Quarterly Fee Join Date 16 th -31 st	Quarterly Fee Amount
Q1 Jan \$120 Feb \$80 March \$40	Q1 Jan \$80 Feb \$40 March \$120	Q1 Subscriber Fee: (If applicable)
Q2 April \$120 May \$80 June \$40	Q2 April \$80 May \$40 June \$120	Q2 Subscriber Fee: (If applicable)
Q3 July \$120 August \$80 Sep \$40	Q3 July \$80 August \$40 Sep \$120	Q3 Subscriber Fee: (If applicable)
Q4 Oct \$120 Nov \$80 Dec \$40	Q4 Oct \$80 Nov \$40 Dec \$120	Q4 Subscriber Fee: (If applicable)
New Admin/Assistant Fee \$50.00	☐ Yes ☐ No	New Member Fee:
<u>Payments must be made within 2 business days of activation.</u> Please see attached for online payment instructions.		Total Amount Due:

I acknowledge and agree to pay MARIS the above amount for access to MLS services.

Admin/Assistant Signature: _____ Date: _____

Responsible Broker Signature: _____ Date: _____
(Witnessed)