

MLS of Greater Cincinnati, Inc.
Administrator or Personal Assistant or Personal Add/Revise Listing Access Interactive Application
MLS Phone: (513) 761-8833 / MLS FAX: (513) 761-8860 / Revised: 4/9/07

* **INDICATES REQUIRED INFORMATION**

* **Additional**
* **New Assistant** or **Replacing** or **Delete**

(Name of Assistant Replaced or Deleted)

I hereby make application for Administrative Access to the MLS of Greater Cincinnati, Inc. I hereby submit the following information for your consideration:

* **Name of Applicant**

* **Contact E-mail Address**

* **Member Office ID**

* **Company Name**

* **Member Office Address**

Street Address

City

State

Zip

▶ * **I am applying for, check one:**

Admin Assistant

(Name of MLS Company Employer)

Personal Assistant

(Name of Realtor Employer)

Licensed Agent Personal add/revise listings only¹

▶ * **Do you have a real estate or appraisal license? Yes No Current MLS Agent ID**

▶ * **Level of MLS Access Requested, check one:**

Basic *(limited access, no add/revise listings)*

Personal¹ *(limited access, Licensed Agent, enables personal add/revise listings only)*

Office *(full access, enables add/revise listings for office identified above only)*

Company *(full access, enables add/revise listings for all offices of Participant identified above that are members of the MLS of Greater Cincinnati, Inc. Requires Designated Realtor's Signature below.²)*

▶ * Applicant Signature _____ Date _____

Realtor (Employer) Signature _____ Date _____
(*Required for Realtor Employed Personal Assistant Applicants)

* Manager or Broker Signature _____ Date _____
(Required for all Applicants: Authorization²)

¹ **It is highly recommended that all applicants attend the MLS training class: "Listing Maintenance and Management - Managing Rapattoni MLS." Personal add/revise listing privileges will be disabled if you transfer from the Participant identified above.**

² **By authorizing this access, I agree to assume the responsibility for the applicant 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 this access to the MLS is contingent upon the applicant abiding by these rules, regulations and policies, and the continued employment relationship with the applicant.**

The logon information will be e-mailed to the contact e-mail address identified above.

* Submitted by _____ * Submitted Date _____
(THIS FORM MUST BE SUBMITTED & SIGNED BY BROKER OR MANAGER OR OFFICE ADMINISTRATOR – ONLY)

* Submitted by E-mail Address _____