

Regional MLS, Inc.
4400 PGA Boulevard, Suite # 700
Palm Beach Gardens, FL 33410
Phone 561-627-4548 Fax: [MongoFax](tel:561-627-4548)
Professional Services email: prof.services@rmlsfl.com

FOR RMLS USE ONLY Login / ID: _____

Secretary/ Assistant Application

(Secretary generally works for an office or a company & can add – edit listings / Assistant generally works for a single agent & has view only access)

SECTION 1. NAME			
_____	_____	_____	_____
First	Last	Middle Initial	Nickname
Male _____	Female _____	_____	_____
		Password for Billing System _____	
(may match 4 digit MLX PIN / Supra PIN 2-8 characters only)			

SECTION 2. OFFICE INFORMATION	
Office MLS ID _____	Office Name _____
Office Address _____	
Office Phone (include area codes) _____	Office Fax _____
If working for one agent, name of agent _____	

SECTION 3. INDIVIDUAL INFORMATION	
Home Address _____	
City _____	State _____ Zip _____
Email Address _____	

SECTION 4. LISTING INPUT ACCESS	
Access to input and change listings for all agents in above office only	Yes _____ No _____
Access to input and change listings for all agents within the company (All branches)	Yes _____ No _____

Authorization for Key Pad Access Yes _____ No _____
** (lease fees apply) **

SECTION 5. BROKER CERTIFICATION

As the Designated Broker or Manager of this office, I certify that this secretary/assistant is employed by this firm. I accept full responsibility for this secretary/assistant, including but not limited to penalties or fines for violations of the Regional MLS Rules and Regulations, Compliance Guidelines or Rules for Internet Data Display. I will notify Regional MLS when this employee is no longer working at this firm so that the login and password is inactivated.

Broker / Manager Printed Name

Broker / Manager Signature

**** Please note: If you have an active real estate license, your license must be listed with a referral company in order to receive a login as a secretary/assistant. SAFEMLS Token is property of the broker of record. ****

APPLICANT MUST ATTACH A COPY OF A PHOTO ID. APPLICATION WILL NOT BE PROCESSED WITHOUT IT.
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Secretary / Assistant Payment Page

Name _____

MLS ID _____
 (To be filled in by RMLS staff)

Regional MLS's fiscal year is from April 1st to March 31st. Subscriber fees are billed and due annually on March 25th of each year. Your initial subscriber fee consists of pro-rated dues for the current billing period.

Please make checks payable to Regional MLS, Inc. Visa, MasterCard, and American Express cards are accepted.

Month of Joining	Dues
April	\$100
May	\$91.67
June	\$83.34
July	\$75.00
August	\$66.68
September	\$58.35
October	\$50.00
November	\$41.66
December	\$33.34
January	\$25.00 + 100 for next billing period
February	\$16.70 + 100 for next billing period
March	\$8.34 + 100 for next billing period

**** Fees are Non-Refundable****

Enclosed check # _____	-OR-	
Accepted: Visa, Master Card, American Express (Charge will show as Realtor E-Commerce on Statement)		
Credit Card Number _____	Exp Date ____/____	
Name on Card _____		
Card Holder Signature _____	Date _____	

GPS Information Date (AM 9am-12pm /PM 1:30pm- 4:30pm): _____
 (Upon completion of the application the date & time are assigned by Regional MLS)



Security Device Enrollment

(Device will be received upon completion of GPS course)

Name: _____

RMLS ID: _____

E-mail Address: _____

Identity Verification

In the event that your security device is lost/stolen or defective the following questions will be used to verify your identity when requesting an emergency password. Please be sure to review the attached policies.




Birth Year: _____

Favorite Color: _____

Pet Name: _____

PIN Code (4 digits): _____

Please Select a SafeMLS Option

 <p>SafeMLS Token</p> <p>Cost: \$0.00 (There is no up front fee for your initial token) *See policy for additional information</p> <p>Token Serial Number:</p>	 <p>Active Pass To Replace SafeMLS Token *</p> <p>Cost: \$64.95 (1 time Fee) *Additional Fees apply to establish GE Supra. \$50 activation fee, prorated annual fee (approximately \$155 annual) and optional insurance \$25</p> <p>Active Key Number:</p>	 <p>E-Pass To Replace SafeMLS Token *</p> <p>Cost: \$64.95 (1 Time Fee) *Additional Fees apply to establish GE Supra. \$50 activation fee, monthly fee (Basic \$17.04 or Professional \$28.17)</p> <p>eKEY Serial #:</p>
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