

CHANGE FORM – Personal Assistant

SOMLS

A Personal Assistant is an *unlicensed** individual who is employed by an active Participant or Subscriber for the benefit of only one licensee (or a team of licensees within a firm)** and the Personal Assistant will need to access the SOMLS database to do work on behalf of the employing licensee.

**A licensee acting as a personal assistant to another licensee is classified in the MLS system as REALTOR® member rather than a Personal Assistant.*

*** A Personal Assistant is not the same as a Clerical User. A Clerical User is employed by a Participant to work as office personnel for the firm.*

Personal Assistant Name _____

Employing Licensee Name _____

Office _____

Personal Assistant Email Address _____

ADD

Has this individual previously had access to SOMLS?

No Yes Which office? _____

Login I.D. _____ Password _____

INACTIVATE

This individual is no longer my personal assistant.

This individual now has a license and can no longer be classified as a Personal Assistant.

Other (please explain): _____

Personal Assistant:

By my signature below, I affirm that I do not have a real estate or appraisal license, but am employed by a licensee who is a Participant or Subscriber of SOMLS. Further, I agree to abide by the SOMLS Bylaws and Rules & Regulations, as amended from time to time.

Signature

Date

Employing Licensee:

By my signature below, I affirm that the above named individual is employed by me as a Personal Assistant and acknowledge that I am ultimately responsible for the Personal Assistant's activities and use of the SOMLS system. Further, I agree to ensure that the Personal Assistant abides by the SOMLS Bylaws and Rules & Regulations, as amended from time to time, and pay all fees associated with the Personal Assistant having access to the SOMLS database.

Signature

Date

SOMLS/RVAR Office Use Only:

RAP MLS Fees OREAVerify **MLS #** _____ **Password** _____