

CHANGE FORM – Personal Assistant

SOMLS

A Personal Assistant is an 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. Personal Assistants may have an active real estate license*, but the license must be in a referral company, the individual must be employed by the Participant or an individual or team affiliated with the Participant, and must execute a Subscription Waiver for Licensed Staff. 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 benefit of the firm rather than a single licensee or team.

Personal Assistant Name _____ **Phone** _____

Employing Licensee Name _____

Office _____

Personal Assistant Email Address _____

Personal Assistant Mailing Address _____

ADD Licensed* Un-licensed

*An individual with an active real estate license that is NOT in a referral firm may be given Personal Assistant rights but will be classified in the system as a Subscriber and will be billed at the full subscription rate.

Has this individual previously had access to SOMLS?

No Yes Which office? _____

Employing Participant/Subscriber:

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. I agree to be jointly and severally liable for any sanctions incurred by the above-named individual and for compliance with the SOMLS Bylaws and Rules & Regulations, as amended from time to time. I further agree to pay all fees associated with the Personal Assistant having access to the SOMLS database.

Signature _____ Date _____

INACTIVATE

This individual is no longer my personal assistant.

Employing Participant/Subscriber:

Signature _____ Date _____

SOMLS/RVAR Office Use Only:

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