



NEW MLS ACCESS NON-LICENSED SALES ASSISTANT APPROVAL AND CHANGE FORM

New Non-Licensed Sales Assistant

I authorize the Non-Licensed Sales Assistant (“Assistant”) named below to access the MLS through my Participant Membership in MLSOK.

Assistant’s Information:

First Name	M.I.	Last Name
Phone	Email Address	

**Please select only one of the choices below:*

I authorize the Assistant to have Head Office Assistant Access (HOA). I understand that the HOA has complete access to all the office listings including any branch offices I may operate. I understand that this level of access allows the HOA to view all HEAD Broker Reports and to edit all listings for all offices.

I authorize the Assistant to have Office Assistant Access (OA). I understand that the OA has complete access to all listings in the specific office to which they are assigned. I understand that this level of access allows the OA to view the reports and edit all listings for the OA’s assigned office.

I authorize my sales agent _____ (“Agent”) to grant access to the MLS database to Agent’s personal assistant to access Agent’s listings and personal MLS database reports. I understand that Assistant will need to use the shared identity feature to access Agent’s MLS listings and personal reports.

Released Assistant (if applicable)

I have released the following Non-Licensed Sales Assistant: _____

**Please initial below:*

_____ Please apply any prepaid MLS access fees (I understand that pre-paid MLS access fees are non-refundable) from this unlicensed assistant to new Non-Licensed Sales Assistant named above.

_____ I acknowledge there is a one-time setup fee of \$50.00 required on all new MLS Assistants prior to activating account.

_____ As the Broker or Supervising Agent, I acknowledge I am responsible for ensuring Assistant complies with the MLSOK Rules and NLSA Agreement.

By signing below, I represent the foregoing is true and correct. I understand all fees are non-refundable and that I have received the Shared Identity Instruction if I have been granted sales agent access.

Broker Signature: _____ Date: _____

Non-Licensed Sales Assistant Signature: _____ Date: _____

Supervising Agent Signature (If Applicable): _____ Date: _____