



## Williamson County Association of REALTORS MLS Application

### Unlicensed Administrative Assistant

Application Fee: \$

UAA MLS Access

Payment Method: \$45.00

Semi-Annually Invoiced

Please submit the following:

1. Primary Board? \_\_\_\_\_

*Note: if your primary board is not held with the Williamson County Association, please submit a letter of good standings*

#### UAA PERSONAL INFORMATION:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Phone #: \_\_\_\_\_  Cell  Home  Office

#### FIRM INFORMATION: **YOUR DR/ BROKER MUST SUBSCRIBE TO THE CTXMLS BEFORE YOU CAN SUBMIT AN APPLICATION**

Firm Name: \_\_\_\_\_ NRDS#: \_\_\_\_\_

Firm Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Broker: \_\_\_\_\_ Supervising Agent : \_\_\_\_\_

I hereby certify that the individual listed above is an unlicensed support staff employed by me and is authorized to obtain individual MLS access to work on my behalf. I understand that this applicant will have access to CTXMLS through a confidential user name and password which may not be shared. I understand and accept responsibility for this individuals compliance with CTXMLS policies, practices, rules and regulations including any and all fines or penalties assessed for noncompliance. I further understand that such access does not imply REALTOR® membership and that this applicant does not qualify for access to other member benefits. I acknowledge that all duties performed by the UAA must pertain to and be in conjunction with the scope of their supervising agent’s business. The UAA may not engage in listing, selling, leasing, managing, counseling or appraising real property on their own behalf. I further acknowledge that it is my responsibility to notify CTXMLS immediately upon termination of the UAA.

\_\_\_\_\_  
Supervising Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unlicensed Assistant Signature

\_\_\_\_\_  
Date