

Williamson County Association of REALTORS MLS Application

Unlicensed Administrative Assistant

Application Fee: \$

UAA MLS Access — Monthly Fee: \$10.00

Payment Method:

Semi-Annual 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 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

Broker Signature

Date

UAA Signature

Date