

# Administrative Subscription Application

- I am requesting a NEW MLS ID #
- I am requesting a NAME CHANGE on active MLS ID # \_\_\_\_\_
- Allow access to enter and maintain listings  
\*Listing Input class required

The admin will be working for:

*\*Please note the choice made below will determine the level of access the admin will be given*

Choose one of the following -

- Agent Name: \_\_\_\_\_
- Team: \_\_\_\_\_ Edit team listings:  yes  no
- Office: \_\_\_\_\_
- Brokerage: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Brokerage: \_\_\_\_\_ Branch (if applicable): \_\_\_\_\_

**One-time \$25 security fee and \$45 quarterly fee prorated monthly.  
Login information will be emailed to the applicant after the initial fee payment is received.**

I hereby submit an application for an Administrative Subscription in the Intermountain Multiple Listing Service (IMLS). In the event I am approved for access, I agree to abide by the Polices, Rules and Regulations as approved by the IMLS Board of Directors and the National Association of REALTORS®. I understand that my access to IMLS is contingent upon my abiding by these Polices, Rules and Regulations, and my continued employment with an IMLS Participant or a REALTOR® who is licensed with an IMLS Participant.

***Any access other than for the purpose of a Personal Assistant, Office Administrator or Secretary is strictly prohibited and will result in an automatic \$5000 fine and three month suspension to the IMLS Participant.***

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of IMLS Participant (Designated Broker)*

\_\_\_\_\_  
*Broker Name (please print)*

*For Office Use Only*

MLS ID	Payment Profile	Add Manager	Assume Identity/Team	Join Date