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Application for IMLS Administrative Subscription

I am applying for Administration Subscription because I am a Personal Assistant, Office Administrator, or Secretary who is:

Unlicensed OR Licensed I would like to use my current IMLS login ID (Licensed Agents Only) # _____

I am employed by/assisting for: (CHOOSE ONE)

Agent Name (Access to Agent) _____ IMLS ID# _____ Listing Input

Team Name (Access to Agent/Team) _____ Listing Input

Broker Employer Name (Access to Office) _____

Company Employer Name (Access to Company) _____

***LISTING INPUT CLASS REQUIRED – DATE TAKEN: _____ / _____ / _____**

Name of Applicant _____ Email _____

Name of Company _____ Branch _____ Contact Phone _____

Company Address _____ City _____ ST _____ ZIP _____

\$25 one time security fee & \$30 quarterly fee will be assessed to the agent or broker that assistant/admin is employed by. There is no quarterly fee if agent is using personal login ID for office admin access.

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.**

Login information will be emailed to applicant

Signature of Applicant

Date

Signature of IMLS Participant (Broker)

Broker Name (please print)

For Office Use Only

IMLS Admin Login ID	Date	R.B./Invoice + Security	Staff Initials