

ADMINISTRATIVE SUBSCRIPTION APPLICATION

- I am requesting a NEW MLS ID #
- I am requesting a NAME CHANGE on active MLS ID # _____

Name of Applicant: _____ Phone: _____ Email: _____

Name of Brokerage: _____ Branch (if applicable): _____

Level of access and working for:

- Personal Assistant WITHOUT listing access for (Agent Name): _____
- Personal Assistant WITH access to input and maintain **Agent** listings.
- Admin WITH access to input and maintain **Office** listings.
- Admin WITH access to input and maintain **Firm** listings.

Please note, the Listing Input class is required before access to input and maintain listings will be given.

**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)