

APPLICATION FORM FOR ADMINISTRATIVE / PERSONNEL ASSISTANT

The Lake Havasu Association of REALTORS® Multiple Listing Service (LHAR MLS) Participants and their subscribers may employ administrative personnel, personal assistants, or secretarial personnel, regardless of whether they hold an active real estate license. Such personnel shall be allowed access to the Lake Havasu Association Multiple Listing System, according to LHAR MLS Rules and Regulations and the LHAR Subscriber Agreement, to the extent necessary for them to perform their duties with and for the Participant and the Participant's subscribers. The Participant shall be responsible for the appropriate annual fee for such administrative personnel.

Applicant Name (print)_			
Home Address:			
Phone:	City	State:	Zip:
Email Address:			
Please select Administra	ation/Personnel Assistant Level (select ONE)	
Licensed Level Add	min / Personal Assistant for Participa	nt or Subscriber Name:	
Unlicensed Level Adr	min / Personal Assistant for Participa	nt or Subscriber Name:	
 Applicant will directly Such access and use i affiliated or licensed Applicant does NOT u participate directly, e 	or indirectly access or use the Listing inform nclude, but is not limited to, direct access to vendors or suppliers, that permit access to use, directly or indirectly, in any manner wh	ter, view, or show any property that is listed in the mation stored in the MLS solely in support of the o or use of the MLS and the use of the other deviand use of any Listing information from the MLS; at so ever information from the MLS to list proper ipant, in listing or sales activity for any properties	Subscriber or Participant named above. ices or services provided by the MLS or its ; erties for sale or lease and does not
The above named is aut	horized to perform the following	3: (Select One: Personal, Office, or Company)	
Personal Assistant:	(Select all that apply)		
☐ Add Listing	☐ Change Listing ☐ Price	Change Photos, Documents, Video, N	/irtual Tours
☐ Listing Status Ch	nange 🛘 Open House / Tour 🖵 Map	Location ☐ Supplement ☐ Remarks	
Office Level Admin	- The above named is authorized to	add and change listings for anyone in users	OFFICE.
Company Level Adr	nin - The above named is authorized t	to add and change listings for anyone in use	ers COMPANY.
	liated with the Participant/Subscriber r	named below, and that I understand and manger meet ALL of the above requirements.	eet the requirements listed above. I
(Applicant's Signature)		Date:	
CERTIFICATION BY APPLICAN	NT'S MLS PARTICIPANT / DESIGNATED	BROKER	
Access to LHAR MLS. I certify Participant am and will cont remains affiliated with me but	that the Applicant will be under the im inue to be responsible for the actions	meets ALL of the above requirements and to imediate supervision of the Subscriber/Ager is and conduct of both. Further, I agree to be access. I understand that any violation of	nt named above, and that I as the MLS notify LHAR immediately if Applicant
Designated Broker/Participant (F	Print)	(Signature)	Date: