



**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 Administration/Personnel Assistant Level (select ONE)**

**Licensed** Level Admin / Personal Assistant for **Participant or Subscriber Name:** \_\_\_\_\_

**Unlicensed** Level Admin / Personal Assistant for **Participant or Subscriber Name:** \_\_\_\_\_

- Applicant does NOT possess, control, or use a lockbox key to enter, view, or show any property that is listed in the MLS;
- Applicant will directly or indirectly access or use the Listing information stored in the MLS solely in support of the Subscriber or Participant named above. Such access and use include, but is not limited to, direct access to or use of the MLS and the use of the other devices or services provided by the MLS or its affiliated or licensed vendors or suppliers, that permit access to and use of any Listing information from the MLS;
- Applicant does NOT use, directly or indirectly, in any manner what so ever information from the MLS to list properties for sale or lease and does not participate directly, except in support of the Subscriber or Participant, in listing or sales activity for any properties listed in the MLS; a
- Applicant complies with the policies of LHAR.

**The above named is authorized to perform the following:** (Select One: Personal, Office, or Company)

**Personal Assistant:** (Select all that apply)

Add Listing       Change Listing       Price Change       Photos, Documents, Video, Virtual Tours

Listing Status Change       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 Admin** - The above named is authorized to add and change listings for anyone in users COMPANYY.

**CERTIFICATION BY APPLICANT**

I hereby certify that I am affiliated with the Participant/Subscriber named below, and that I understand and meet the requirements listed above. I agree to notify LHAR in writing immediately at any time that I no longer meet ALL of the above requirements.

\_\_\_\_\_  
(Applicant’s Signature)

Date: \_\_\_\_\_

**CERTIFICATION BY APPLICANT’S MLS PARTICIPANT / DESIGNATED BROKER**

I certify that the Applicant named herein is affiliated with me and meets ALL of the above requirements and therefore is eligible for Administrative Access to LHAR MLS. I certify that the Applicant will be under the immediate supervision of the Subscriber/Agent named above, and that I as the MLS Participant am and will continue to be responsible for the actions and conduct of both. Further, I agree to notify LHAR immediately if Applicant remains affiliated with me but becomes ineligible for administrative access. I understand that any violation of the conditions of this agreement will result in automatic revocation of access for the Applicant.

Designated Broker/Participant (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date: \_\_\_\_\_