



Assistant MLS Authorization Form

(This form will remain in effect until a new or updated Assistant Authorization form is received)

Office Name: _____

REALTOR® Name: _____

REALTOR® Signature: _____

Signature needs to be authenticated.

There is a quarterly MLS access fee of \$42.64 for each UNLICENSED Assistant.

LICENSED Assistants will be charged the \$143.91 quarterly MLS access fee.

Please Check One

Assistant's Name

Please Check One

___ Add Assistant

___ Impersonate

___ Delete Assistant

___ Work-on-Behalf

Assistant's email: _____

I hereby certify that I am **Broker of Record** and with my **authenticated signature** below, I give the above-named assistant authorization to operate under the agent's or broker's name in the NTREIS MLS.

Broker of Record: _____ *Please Print*

Broker's Signature: _____ Date: _____

Signature needs to be authenticated.

****When inputting a listing under the agent's name, the assistant will need to login with his/her own credentials and assume the agent's identity. This will ensure proper tracking of the listing and who is entering the property into the MLS.**

Impersonate Definition:

When impersonating another user, any action taken in the MLS will appear as though it was taken by that user (e.g. reports and emails will display the impersonated user's name, email address, header/footer and email signature).

Please return form to membership@wacorealtors.net