



# Daytona Beach Area ASSOCIATION OF REALTORS®

## MLS Administrative Membership Policies

Effective April, 2015

Brokers who are Participants in the Daytona Beach Area Association of REALTORS®' Multiple Listing Service may apply for Administrative Membership for their administrative staff. Agents licensed with MLS Participants may apply for Administrative Membership for assistants.

Administrative members receive their own unique login to the Flex MLS system, and can be assigned rights to add or change listings for individual agents, offices or whole companies, depending on what level of access is requested by the Broker.

Once the application is completed, it must be submitted to the Daytona Beach Area Association of REALTORS® for processing.

Applications can be submitted in any of the following ways:

- A. emailed to [cjbryar@daytonarealtors.org](mailto:cjbryar@daytonarealtors.org)
- B. faxed to 386.677.7429
- C. hand-carried to the DBAAR office
- D. snail-mailed to: 1716 Ridgewood Ave., Holly Hill, FL 32117

- 1) Both the applicant and the MLS Participant must sign the Application for Administrative Membership.
- 2) If the Administrative Member applicant is licensed, he or she must be a member of the Daytona Beach Area Association of REALTORS®.
- 3) No Administrative Memberships will be granted if the applicant is currently licensed in a broker's referral company.

Daytona Beach Area Association of REALTORS®  
APPLICATION FOR MLS ADMINISTRATIVE MEMBERSHIP

I hereby make application for MLS Administrative Membership in the Multiple Listing Service of the DAYTONA BEACH AREA ASSOCIATION OF REALTORS®. In the event I am admitted to membership, I agree to abide by the MLS Rules and Regulations as approved by the Board of Directors and the National Association of REALTORS® and other policies of the MLS. I understand that my access to the MLS is contingent upon my abiding by these rules, regulations and policies, and my continued employment with an MLS Participant or a REALTOR® who is licensed with an MLS Participant. I hereby submit the following information for your consideration:

Name of Applicant \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work E-Mail \_\_\_\_\_

Name of Firm \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Office Location/Branch \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I am applying for Administrative Membership because I am (check one):

An unlicensed Personal Assistant employed by: \_\_\_\_\_  
(Name of REALTOR® employer)

A licensed Personal Assistant employed by: \_\_\_\_\_  
(Name of REALTOR® employer)

An office administrator or secretary employed by: \_\_\_\_\_  
(Name of MLS Participant employer)

If licensed, do you belong to any other board/association of REALTORS®? If so, please list:  
Board/Association(s):

\_\_\_\_\_

If Licensed, what is your Real Estate File Number? \_\_\_\_\_

Are you in a referral company?  Yes  No

Level of MLS Access Requested

(40) Agent (full access, no add/change listings without Broker Approval)

(45) Agent (full access, add/change listings without Broker Approval)

(50) Office (full access, enables add/change listings for one office only)

(60) Company-wide (full access, enables add/change listings company-wide, when feature becomes available)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of MLS Participant (Broker)

Office Use Only <input type="checkbox"/> Granted <input type="checkbox"/> Denied <input type="checkbox"/> Entered _____ NRDS # _____
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