

Regional MLS, Inc.

4400 PGA Boulevard, Suite # 700

Palm Beach Gardens, FL 33410

Phone 561-627-4548 • Fax: 561-627-1706

Professional Services email: prof.services@rmlsfl.com

FOR RMLS USE ONLY

Login / ID: _____

Secretary/Assistant Application

(Secretary works for an office or a company and can add – edit listings / Assistant works for a single agent and view only access)

SECTION 1. NAME

First _____ Last _____ Middle Initial _____ Nickname _____
Male _____ Female _____ Password for Billing System _____
(may match 4 digit MLX / Supra PIN 2-8 characters only)

SECTION 2. OFFICE INFORMATION

Office MLS ID _____ Office Name _____

Office Address _____

Office Phone (include area codes) _____ Office Fax _____

SECTION 3. INDIVIDUAL INFORMATION

Home Address _____

City _____ State _____ Zip _____

Email Address _____

SECTION 4. LISTING INPUT ACCESS

Access to input and changes listings for 1 agent in above office only yes _____ No _____

Access to input and changes listings for all agents within the company (All branches) yes _____ No _____

Authorization for Key Pad Access

Yes _____ No _____

** (lease fees apply) **

SECTION 5. BROKER CERTIFICATION

As the Designated Broker or Manager of this office, I certify that this secretary/assistant is employed by this firm. I accept full responsibility for this secretary/assistant, including but not limited to penalties or fines for violations of the Regional MLS Rules and Regulations, Compliance Guidelines or Rules for Internet Data Display. I will notify Regional MLS when this employee is no longer working at this firm so that the login and password is inactivated.

Broker / Manager Printed Name

Broker / Manager Signature

**** Please note: If you have an active real estate license, your license must be listed with a referral company in order to receive a login as a secretary/assistant. SAFEMLS/Token is property of the broker of record. ****

**APPLICANT MUST ATTACH A COPY OF A PHOTO ID.
APPLICATION WILL NOT BE PROCESSED WITHOUT IT.**

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Secretary / Assistant Payment Page

Name _____

MLS ID _____ (To be filled in by RMLS staff)

Regional MLS’s fiscal year is from April 1st to March 31st. Subscriber fees are billed and due annually on March 25th of each year. Your initial subscriber fee consists of pro-rated dues for the current billing period.

Please make checks payable to Regional MLS, Inc. Visa, MasterCard, and American Express cards are accepted.

Month of Joining	Dues
April	\$100
May	\$91.67
June	\$83.34
July	\$75.00
August	\$66.68
September	\$58.35
October	\$50.00
November	\$41.66
December	\$33.34
January	\$25.00 + 100 for next billing period
February	\$16.67 + 100 for next billing period
March	\$8.34 + 100 for next billing period

Enclosed check # _____ -OR-

Accepted: Visa, MasterCard, American Express (Charge will show as Realtor E-Commerce on statement)

Credit Card Number _____ Exp Date ____/____

Amount authorized to charge _____

Name on Card _____ Date _____

Card Holder Signature _____

**** Fee is non-refundable ****

REQUIRED

GPS Information Date (AM 9am-12pm /PM 1:30pm- 4:30pm): _____

(Upon completion of the application the date & time are assigned by Regional MLS)



Security Device Enrollment

(Device will be received upon completion of GPS course)

Name: _____

RMLS ID: _____

E-mail Address: _____

Identity Verification

In the event that your security device is lost/stolen or defective the following questions will be used to verify your identity when requesting an emergency password. Please be sure to review the attached policies.





Birth Year: _____

Favorite Color: _____

Pet Name: _____

PIN Code (4 digits): _____

Please Select a SafeMLS Option

 <p>SafeMLS Token Cost: \$0.00 (There is no up front fee for your initial token) *See policy for additional information</p> <p>Token Serial Number:</p>	 <p>Active Pass Cost: \$64.95 (1 time Fee) *Additional Fees apply</p> <p>Active Key Serial Number:</p>
 <p>Text Pass Cost: \$75.00 (Annually) *Additional Carrier fees may apply</p> <p>Cell Phone Number:</p>	 <p>E Pass Cost: \$64.95 (1 Time Fee) *Additional Fees apply</p> <p>E-Key Serial Number:</p>