



# West Pasco MLS

5409 Sunset Road  
New Port Richey, FL 34652  
727-848-8507 Fax 727-845-4937

## MLS Administrative User Application

You must be an Unlicensed or Office Administrative Assistant affiliated with an MLS Subscriber or Participant of the West Pasco MLS.

**Unlicensed Office Administrative Assistant:** Unlicensed Office Administrative Assistants are responsible for providing administrative support to a Participant or all of the agents in a particular office with add/edit, CMA, reports or other administrative duties.

### OFFICE DATA

Name of Office: _____	Office ID#: _____
Office Address: _____	Office Phone #: _____
City: _____ Zip Code: _____	Office FAX #: _____

### ADMINISTRATIVE USER DATA

Name: _____ <small>(Please Print)</small>	DOB: _____	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
Nickname: _____	SSN#: ____ - ____ - ____	Home Phone #: _____
Home Address: _____	Cell Phone #: _____	
City: _____	Zip Code: _____	Office FAX #: _____

### 2010 ADMINISTRATIVE USER FEES

<b>\$35.00 Activation Fee</b>		
<b>\$125.00 – July thru June 2011 (Invoiced in June)</b>		
<b>Applications must be sent in with FULL payment. Payments can be made by credit card or mailed in with a check.</b>		
Credit Card Number: _____	Expiration Date: _____	Check #: _____
Name on Card: _____	Signature: _____	

Administrative Assistant of: \_\_\_\_\_

Office Broker (Participant)

Administrative User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* By signing above I attest that I understand that this MLS Access is to be used for administrative purposes only and is only to be used by me, the Administrative user listed above, while working for the office listed above. **I agree to notify the MLS upon the occasion of my obtaining a real estate license.** I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, may be grounds for revocation of my privileges. NOTE: Administrative Users MAY ONLY enter the e-mail address of the affiliated Participant or Subscriber into the MLS system.

Broker's (Participant) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*I understand that Administrative user fees are the responsibility of the Participant and are non-refundable.** If this Administrative User ceases employment with the above agent or office, I agree to immediately contact the West Pasco MLS to terminate the account.