



CTMLS.CTREAL.com[®]
CORPORATE SITE

Administrative Assistant

License/In Referral

Administrative Assistant Name: _____

Administrative Assistant Password: _____ (minimum of 2, maximum of 10)

Administrative Assistant CT. License #: _____

Administrative Assistant E-mail address: _____
(You **must** supply an e-mail address here. This address will be part of CTMLS' principal means of communicating with you for notices under this Agreement.)

Office Name: _____

CTMLS Office Code: _____

Office Address: _____

Office Phone #: (____) _____; Other # (____) _____

Office Fax #: (____) _____

Although I am a Licensed Administrator and not a Sales Licensee by signing this agreement, I agree and understand that by using the MLS system I am subject to the same rules of use in the CTMLS system as described in the CTMLS Rules & Regulations. As an Administrative Assistant I certify that I am not actively engaged in the sale or appraisal of Residential Real Estate and will only make use of the service in my Administrative capacity as with the Brokerage co-signing this agreement. I understand that any use of the CTMLS system for my own personal gain or for any use not consistent with the duties required of an Administrative Assistant will result in immediate termination of CTMLS privileges which may include a fine up to \$5,000 to the brokerage, and may result in the loss of CTMLS privileges for the sponsoring CTMLS Participant and/or CTMLS firm. There shall be no fee for an Administrative Assistant, License in Referral who is not actively engaged in the activities related to the sale or appraisal of Residential Real Estate.

Administrative Assistant Signature: _____

Participant/Broker:

Participant certifies that Subscriber is administrative personnel and will not be conducting real estate business under the supervision of Participant.

Participant/Broker Name: _____

Participant/Broker Signature: _____



Eastern CT Association of
REALTORS®, Inc.

106 Route 32, Suite 4

North Franklin, CT 06254

P: 860.892.2595 F:860.892.2599

OM Administrative Assistant/Licensed in Referral

Privileges to add/modify listings and images within the office, and assign the listing to any ID within the office. When viewing listings within the office the expiration date will display. This is a non-billable user class.

For office use only!

The foregoing Licensed Assistant is approved by CTMLS and is assigned:

Licensed Assistant ID: _____ Licensed Assistant Password: _____

Assigned Service Center: _____ Date: __/__/__
(Signature)

CTMLS: _____ Date: __/__/__
(Signature)
