

Licensed Office Admin Application



This form is for adding a LICENSED person to an office's roster, to act as an admin in the MLS.

Broker signature is required for adding any office admins.

Please submit the form to member@wisre.com, it may take up to 2 business days for it to be processed. By submitting this form, you confirm that you have read and understand these instructions.

ADMIN FIRST NAME

ADMIN LAST NAME

ADMIN EMAIL ADDRESS

ADMIN PHONE NUMBER

OFFICE NAME

ADMIN LICENSE #

OFFICE ADDRESS

MLS ACCESS LEVEL (CHECK THE BOX)

☐

Office Manager access
(can edit and post listings for the Branch Office only)

☐

Full Office Admin access
(can edit and post listings belonging to other agents within the whole firm)

1) The above named licensee is a salaried or hourly employee of the above named MLS Participant.

2) The above named licensee does not list, sell, or appraise real estate.

3) The above named licensee shall work to benefit the office as a whole, as opposed to working for an individual agent(s) exclusively.

I, as the MLS Participant listed below, affirm that the above named Licensee meets the criteria as listed in this waiver, and I agree to notify the MLS as soon as any of the above criteria cease to apply.

BROKER FULL NAME (PRINT):

BROKER SIGNATURE:

DATE:

I, as the above named Licensee, affirm that my employment relationship with the above named MLS Participant meets the criteria as listed in this waiver.

LICENSED ADMIN SIGNATURE:

DATE: