

Unlicensed Office Admin Application



This form is for adding an UNLICENSED 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	
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)

By signing below, you confirm that the Office Admin is not a licensed real estate agent.

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

BROKER SIGNATURE:

DATE:
