



Web: [www.statewidemls.com](http://www.statewidemls.com)  
[www.riliving.com](http://www.riliving.com)

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Warwick, Rhode Island 02888  
Ph: (401) 785-9898  
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### **REPORTING NEW OFFICE ADMINISTRATORS**

I hereby certify that the individual listed below is an unlicensed office administrator/assistant employed in my office and is authorized to attend the MLS training class to obtain an individual access code and MLS access in the following capacity.

*(Please initial one)*

\_\_\_\_\_ **Office Administrator** - will have full access to my office inventory

\_\_\_\_\_ **Team/Agent Assistant** - will have limited access to a team or individual(s) inventory

**Please Note:** Each administrator will be charged a monthly fee of \$15.00 to the office.

I acknowledge that it is my obligation to notify MLS immediately when the person to whom the access code is assigned is no longer employed by or affiliated with the office for which I am the Participant. I further acknowledge that the penalty for unauthorized use is \$1,000 per violation.

**The Rules and Regulations describe Users as follows:**

“User” shall mean an employee of a Participant who is not licensed as a real estate broker, salesperson, or appraiser but has access to the data, including, but not limited to a secretary, office manager, or unlicensed personal assistant.”

**Administrator’s Name -**

\_\_\_\_\_

\_\_\_\_\_  
Name of Real Estate Company

\_\_\_\_\_  
Office Code

\_\_\_\_\_  
Office Street

\_\_\_\_\_  
Office City, State, Zip Code

**Signed under the pains and penalties of perjury:**

\_\_\_\_\_  
**Office Designated Broker**

\_\_\_\_\_  
**Signature Designated Broker**

\_\_\_\_\_  
Date

Please Fax this form to the MLS Customer Service Department at 401-941-5320.

Rev. 04/2010