



UNLICENSED ASSISTANT INFORMATION FORM

Phone: 704-940-3110 Fax: 980-556-7803 membership@carolinahome.com
New Assistants pay an initiation fee of \$25 and \$30 per quarter

Assistants are required to attend a mandatory MLS orientation prior to gaining access.

- New
- Change in Firm
- Rejoining
- Additional record (Current MLS Login ID#: _____)
- **Current MLS Subscriber requesting AST access under different firm (license NOT affiliated with this firm)**

FIRM INFORMATION

Firm name: _____ MLS office code: _____

Firm address: _____
Street City State ZIP

I, _____ (Member Participant, print), request MLS access for the below named administrative assistant/office administrator. **I certify that this individual does not hold an active real estate license**, does not act in an agency or non-agency capacity as defined by law (i.e., listing agent, subagent or buyer agent) and is in no way actively engaged in the practice of real estate. I understand that I will be fined \$1,000 for any assistant found to be a party to a listing agreement, buyer agency agreement or named as the listing agent or selling agent on a purchase agreement.**

Signature of Member Participant MP's Member #

****The below listed individual has an active real estate license, not affiliated with my firm at the NCREC and/or SCLLR and will be working solely as an administrative assistant. I understand that if this individual affiliates their license with my firm, performing full broker duties, their MLS status *must* be changed to a Subscriber within 15-days.**

ASSISTANT INFORMATION

Name (as appears on Driver License): _____ Nickname: _____

Home Address: _____
Street City State ZIP

Contact phone: _____ Contact fax: _____ D.O.B.: _____

E-mail address (required): _____

- Assistant Type: A1 = Will assist one or more, but not all brokers within an office
 A2 = Will assist all brokers within an office, including the broker-in-charge.
 A3 = Assigned to the main office and will assist all brokers in all offices of a multi-office firm.

Name of broker you will assist: _____ Member #
(if other than firm's Member Participant / BIC)

- Have you ever held an active North or South Carolina real estate, appraiser or appraisal trainee license? _____
If yes, please state license number and year last active. _____
- Have you ever been a member of the Charlotte Regional Realtor® Association or any other Realtor® association? _____
If yes, please indicate the last year you were a member and, if applicable, the name of the other Realtor® association.

- Are you in the process of getting your North or South Carolina real estate, appraiser or appraisal trainee license? _____
If yes, what is the estimated date of licensure? _____

****I understand that any assistant found to hold an active real estate or appraisal license or found to be a party to a listing agreement, a buyer agency agreement or named as the listing agent or selling agent on a purchase agreement will be immediately activated as a Subscriber, charged the CarolinaMLS start-up fee and all applicable quarterly fees. In addition, the Member Participant (BIC) of office will be fined \$1,000.**

Assistant Signature: _____ Date: _____

Credit card number: _____ Exp. _____

Name on cc: _____ Signature: _____