



UNLICENSED ASSISTANT INFORMATION FORM

Phone: 704-940-3110 Fax: 980-556-7803

membership@canopyrealtors.com

Fees: \$25 one-time initiation fee and \$30 per quarter

Assistants are required to complete a mandatory MLS orientation.

- ☐ 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/BIC

MP's/BIC MLS Login ID

**The below listed individual has an inactive 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's License): _____ Nickname: _____

Home Address: _____
Street City State ZIP

Contact phone: _____ Contact fax: _____ Birth date: _____

E-mail address (required): _____

Assistant Type: ☐ A1 = Able to assist one or more, but not all brokers within an office
☐ A2 = Able to assist any broker within an office, including the Member Participant (BIC).
☐ A3 = Assigned to the main office and able to assist any broker in all offices of a Canopy MLS multi-office firm.

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

1. Have you ever held an active North or South Carolina real estate, appraiser or appraisal trainee license? ☐ YES* ☐ NO
*If yes, please state license number and year last active. _____

2. Have you ever been a member of the Canopy Realtor® Association or any other Realtor® association? ☐ YES* ☐ NO
*If yes, please indicate the last year you were a member and, if applicable, the name of the other Realtor® association. _____

3. Are you in the process of getting a North or South Carolina real estate, appraiser or appraisal trainee license? ☐ YES* ☐ NO
*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 Canopy MLS 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: _____