



# UNLICENSED ASSISTANT INFORMATION FORM

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

[membership@canopyrealtors.com](mailto: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

\_\_\_\_\_  
MP's MLS Login ID

**\*\*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'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: \_\_\_\_\_