Central Panhandle Association of Realtors®

Request for Administrative Assistant User IDs

1) Only the Participating Broker of an office may request a User ID for an administrative assistant (even for those who assist individual agents).
2) Every administrative assistant must have his or her own ID. (A#)
3) All non-licensed assistants are covered under the Participant Agreement, and the Participating Broker is responsible for their actions regarding their use of the MLS. Every non-licensed assistant will be assigned a User ID beginning with the letter "A" (ex: A00000).
4) Administrative assistants (licensed or unlicensed) may be given access at your discretion to other agent's portfolios (inventory and saved profiles), office portfolios (every agent within an office), or company portfolios (every age within all the company's offices).
5) You are responsible for advising CPAR in writing when an Admin's account should be inactivated. No refunds.

To receive User IDs for your administrative assistants, fill in the information below and email it to membership@cpaor.org . You will be notified when the IDs are assigned via email.

Administrative Assistant Fee is $30.00 biannually

PLEASE PRINT

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY CITY: _____ **COMPANY ZIP:** _____

CELL PHONE#: _____

BROKER NAME: _____ **BROKER B#:** _____

ADMINISTRATIVE ASSISTANT NAME: _____

ADMINISTRATIVE ASSISTANT EMAIL: _____ **AGENT**

TO ASSIST (IF DIFFERENT THAN BROKER): _____**B#:** _____

BROKER SIGNATURE: _____**DATE:**_____

For Office Use Only: A# : _____ Member # : _____

Central Panhandle Association of Realtors

CPAR MLS Subscriber Agreement

Subscriber Name: _____

Subscriber's Agreement to be Bound: Subscriber agrees that in utilizing the MLS of Central Panhandle Association of Realtors®("CPAR") in any manner will comply with the Rules and Regulations and Policies of CPAR and FlexMLS as established or as amended from time to time, copies of which are available on the MLS Intranet or by request at mlsdirector@cpaor.org.

Confidentiality of MLS Information: Any information provided by the Multiple Listing Service to the Participants shall be considered official information of the Service. Such information shall be considered confidential and exclusively for the use of Participants and real estate licensees affiliated with such Participants and those Participants who are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property and licensed or certified appraisers affiliated with such Participants.

MLS Not Responsible for Accuracy of Information: The information published and disseminated by the Service is communicated verbatim, without change by the Service, as filed with the Service by the Participant. The Service does not verify such information provided and disclaims any responsibility for its accuracy. Each Participant agrees to hold the Service harmless against any liability arising from any inaccuracy or inadequacy of the information such Participant provides.

Please note that there is a $1,000 fine for providing your confidential login credentials to a non-member! MLS employs an advanced monitoring system which tracks access abuse.

Signature: _____ Date: _____