

OFFICE STAFF ACCESS FORM

HEARTLAND MULTIPLE LISTING SERVICE, INC.

One Hallbrook Place, 11150 Overbrook Rd., Ste. 100, Leawood, KS 66211

Phone: 913.661.1600

Fax: 913.498.0712

Email: membership@kcrar.com

This form must be submitted to the Kansas City Regional Association of REALTORS® and all fees must be paid prior to activation of your Heartland MLS access. **It is the obligation of the Participant (Designated REALTOR® Member) to have this form completed in full and submitted for each individual who will become an Office Staff Subscriber of the Heartland MLS.**

Name of Office Staff (please print):		Effective Date:
Contact Number:	Email Address:	Main Office Phone:
__ New Staff ID __ Replacement User	Name of User being replaced:	MLS ID being replaced:
Unlicensed Office Staff : Y or N License #: MO _____ KS _____ Company holding license** : _____		**Office Staff whose license is NOT with a REFERRAL ONLY Company will need to join KCRAR as a REALTOR® member for the Broker to avoid receiving an assessment for dues.

PARTICIPANT: I do hereby request access to Heartland Multiple Listing Service, Inc., for the individual shown above and accept all responsibility for their actions as it relates to the use of the MLS System. **All parties agree that the Office Staff will use their access for the sole purpose of administrative duties that do not require a real estate license, including but not limited to holding open houses, providing property information to buyers or sellers, showing property, and discussing contracts.**

The Participant understands that they will be billed for all fees for the Office Staff.

PLEASE PRINT:

Participant Name: _____
(Broker or Responsible Appraiser)

Participant Signature: _____ Date: _____

Office Staff Signature: _____ Date: _____

Office Name: _____ Office MLS Code: _____

NOTE: Payment for \$10.00 Initial Technology Fee for "new" staff ID and quarterly HMLS Office Staff Access Fee (\$5 per month, if applicable) must be included below in order to be processed:

_____ Check/Cash/Money order enclosed/attached

_____ Please charge my: _____ Visa _____ Mastercard _____ Discover _____ American Express

Number: _____ Expiration date: _____

CID# _____ Signature: _____

*** FOR MLS OFFICE USE BELOW THIS LINE***

USER CODE: _____

USER ID: _____