

PERSONAL ASSISTANT ACCESS FORM

HEARTLAND MULTIPLE LISTING SERVICE, INC.

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

Phone: 913-661-1600

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 everyone who will become a personal assistant to any Subscriber of the Heartland MLS.

Name of Personal Assistant (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 Assistant: Y or N License #: MO _____ KS _____ Company holding license**: _____		**Personal assistants 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. REALTOR members are not allowed to have HMLS access as PA.

The Personal Assistant, Sponsoring Subscriber, and Participant 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 their use of the MLS system. **All parties agree that the Personal Assistant 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 sponsoring Subscriber understands that they will be billed for all fees for the personal assistant.

PLEASE PRINT:

Sponsoring Subscriber: _____ Subscriber User ID: _____
(Agent or Appraiser)

Subscriber Signature: _____ Date: _____

Personal Assistant Signature: _____ Date: _____

Office Name: _____ Office MLS Code: _____

Participant Signature: _____ Date: _____
(Broker or Responsible Appraiser)

NOTE: Payment for \$25.00 Initial Technology Fee and quarterly HMLS PA access fees (\$60.00 per quarter) must be included with this Access Form in order to process.

___ 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: _____