



APPLICATION FOR NON-LICENSED STAFF ACCESS TO MLS

DATE _____

To the Southwest Louisiana Association of REALTORS®, I hereby apply for NON-LICENSED STAFF access to MLS Membership.

Name: _____

Driver License # _____ Please submit a copy with application.

Job Title _____ MLS Access Type: () Office level () Agent full input

Unlicensed Admin/Assistant to work on behalf of: _____ (Broker or Agent name)

Residence Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____ Preferred Phone: () Home () Office () Cell

E-Mail: _____

Social Security Number(last 4 digits only): _____ Date of Birth: _____

Time with current real estate firm? _____ Previous real estate firm (if applicable): _____

Office Name: _____

Broker Name: _____

Office Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____ Email _____

Applicant Signature: _____ Date: _____

Broker's Signature _____ Date: _____

**(Application will not be accepted if Broker's signature is omitted)

For office use only:
MLS Date: _____ Initial: _____
NRDS Date: _____ Initial: _____
CC Date: _____ Initial: _____
Copy Driver's License Date: _____ Initial: _____
QB Date: _____ Initial: _____
Check LREC Date: _____ Initial: _____
CEO Date: _____ Initial: _____
Emailed Member _____
Orientation Spreadsheet _____



Code of Conduct

Members of the MLS carry certain duties and responsibilities for the wellbeing of the association. The Code of Conduct outlines some of those duties and responsibilities in accordance with governing documents.¹

Confidentiality:

MLS members and staff will have access to information that, if revealed to outsiders, could be damaging or sensitive to other members or staff, harmful to the best interests of the organization, or could even create legal liability. Information provided to the MLS member and staff may concern personnel, financial, contractual, membership or legal matters. It will often be confidential and is intended for use in decision making and governance. Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other members, without authorization of the President of the Board of Directors or Chief Executive Officer.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received and read a copy of the Code of Conduct and that I am responsible for compliance.

Signature

Date

MLS TRAINING AGREEMENT

As a pre-requisite for MLS Access applicants must attend an MLS training session.

I therefore certify that I will attend the MLS training at the next scheduled date.

I understand that if I should fail to attend MLS training within two scheduled sessions my application for MLS Access **will automatically be suspended.**

Signature

Date

Attendance Guidelines

1. Be prompt and on time. Anyone arriving 15 late or later **will not** be admitted.
2. All cell phones must be turned on silent.
3. Breaks will be scheduled throughout the session.
4. MLS training is **mandatory** for MLS Access to continue.

¹ Governing documents include articles of incorporation, bylaws, policy manual, etc. Please address questions to the board president or Chief Executive Officer.