



## MLS Unlicensed Assistant Application



### APPLICANT INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street

City

State

Zip

Preferred Contact Phone: \_\_\_\_\_ This is a  Cell Phone  Landline

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### FIRM INFORMATION

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Street

City

State

Zip

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Office Email: \_\_\_\_\_ Website: \_\_\_\_\_

### Before filing application for an Unlicensed Assistant please review the following:

- There is a \$30 per month MLS Fee for all Unlicensed Assistants with access to the KBOR MLS.
- Fees will be bill on Firm's monthly invoice.
- Per the Indiana Real Estate Commission an Unlicensed Assistant **CANNOT** do the following:
  - 1) Prepare promotional material or ads without the review and approval of licensees and supervising broker.
  - 2) Show real property.
  - 3) Answer general questions about listings OTHER THAN those concerning list price, address, property features, or geographic direction.
  - 4) Discuss or explain a contract, listing, lease, agreement or other real estate document with anyone outside the Broker' firm.
  - 5) Conduct an open house.
  - 6) Conduct telemarketing or telephone canvassing to schedule appointments in order to seek listings.
  - 7) Negotiate or agree to any commission, commission split, management fee or referral fee on behalf of a broker.

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## Required Signature: Unlicensed Assistant

I understand and agree to abide by the Indiana Real Estate Commission Rules. I do not have an Active Real Estate License in Indiana or any other state. I agree not to give or sell my password to any person nor make it available to any person. I agree not to allow such unauthorized access by use of my pass codes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Required Signature: Managing Broker

I understand and agree to the Unlicensed Assistant MLS Fee and to enforcing the Real Estate Commission Rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Return Completed Applications to:

Kosciusko Board of REALTORS® MLS

475 Anchorage Road, Suite 2

Warsaw, IN 46582

Or

kbor@kbor.com

Questions:

574.269.6706