



Office Staff Application

Only one (1) application can be submitted per office staff member

Name of office staff member: _____

Email Address: _____

Phone #: _____

Please assign yourself a Username which will be used to access the Multiple Listing Service (MLS):

Username: _____

(12-character limit; case-sensitive)

Office Information

Office Name: _____ **Office Phone:** (____) ____ - _____

Office Address: _____ **Office Website** _____

City: _____ **State:** _____ **Zip:** _____

Licensed Real Estate Agents – PLEASE READ THE FOLLOWING:

- ☐ I certify that, in addition to me, the above individual needs access to my MLS account to conduct my regular business.
- ☐ I have read the MLS Policies and Procedures regarding password sharing.
- ☐ I understand the guidelines of Office Staff outlined on page 2 of this application.
- ☐ I understand that I am fully responsible for the actions of the staff member identified above.
- ☐ I understand that it is my responsibility to notify the office of the Big Sky Country MLS if I release supervision of the individual named on this application.

List below the names of all agents that the office staff member will be assisting by using the Team Feature in the MLS.

| Agent Name: | Email Address: | NRDS # (Mandatory) |
|-------------|----------------|--------------------|
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The cost associated with EACH office staff member is \$150 per quarter, billed to the Broker in Charge (BIC). By signing below, the BIC understands and accepts these charges on behalf of the agents listed above. Please contact the BSCMLS office if you need help identifying who your BIC is.

Broker in Charge Name (please print): _____

Broker in Charge Signature: _____

Date submitted to MLS Office: _____

Email this form to:

danielle@gallatinrealtors.com

MLS Staff Use

- | | |
|--|--|
| <input type="checkbox"/> MLS Orientation Sent On: | <input type="checkbox"/> Recorded in Rapattoni |
| <input type="checkbox"/> MLS Orientation Completed On: | <input type="checkbox"/> Added to Constant Contact |

UNLICENSED ASSISTANTS GUIDELINES

As a licensee, you are responsible for the actions of your employees who aid or assist you in the course of performing your licensed activities. For your convenience, the Board has created this set of guidelines for unlicensed assistants. This list is not exhaustive. Remember, unlicensed persons cannot complete any task for which a license is required, and it would be considered unprofessional conduct for you to assist in unlicensed practice.

Unlicensed Assistants may:

- Communicate with licensees, property owners, prospects, inspectors, etc. to coordinate or confirm appointments.
- Schedule showings, closings, or inspections for listed properties.
- Extend an open house invitation.
- Respond to questions by quoting directly from published information.
- Compile listing packages.
- Submit listings and changes to a multiple listing services, but only if the data is compiled by a licensee.
- Secure copies of public records from public repositories.
- Place “for sale” or “for rent” signs on property at the direction of a licensee.
- Act as a courier to deliver or pick up documents, pick up keys, etc.
- Assemble documents for a closing.
- Prepare and design advertising for approval by a licensee.
- Place advertising.
- Complete contract forms with business and factual information with the approval of a licensee.
- Sit at a property for a broker tour that is not open to the public. Open property for appraisers, contractors, home inspectors. Stage a home for showing and take photos.
- Record and deposit earnest money deposits, tenant security deposits, and other trust monies.
- Compute commission checks for affiliated licensees and act as bookkeeper for the firm’s bank operating accounts.
- Place routine telephone calls on late rent payments.
- Order and supervise routine and minor repairs to listed property at the direction of a licensee.

Unlicensed Assistants may not:

- Contact a prospective seller/buyer/landlord/tenant for the purpose of soliciting a listing agreement, buyer broker agreement, property management agreement, or rental/lease agreement.
- Show properties, either rentals or sales.
- Access a property in the presence of a potential buyer/tenant unless accompanied by licensee. Host open houses.
- Explain or interpret a contract, listing, lease agreement, or other document with anyone outside the company.
- Negotiate any contracts, listing agreements, rental agreements, commissions, etc.
- Attend settlements or closing unless in the presence of a licensee.
- Disclose any confidential information.