



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: _____

Default Password: pa55word

(12 character limit; case-sensitive)

(You'll change your password the first time you log in)

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)

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:

MLS@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 |

GUIDELINES FOR OFFICE STAFF

Office staff cannot complete any task for which a license is required, and it would be considered unprofessional conduct for you to assist in unlicensed practice.

YES

- ✓ Log in to the MLS with their own username and password.
- ✓ Access the employer's account using the "Team" feature (This process will be explained to the assistant upon approval of this application).
- ✓ Prepare descriptive materials on listed properties using MLS information (e.g., ads, packets, or copies of info from the MLS print outs).
- ✓ Install Lock Boxes on properties ONLY if employer has released shackle for them (Sharing of key cards is a violation of MLS Policy and will result in a \$1,000.00 fine on the first offense).
- ✓ Hold properties open for Thursday morning MLS tours ONLY after their employer has escorted them inside. The employer must also lock the door after the tour is over.
- ✓ Access MLS to run searches for the purpose of the employer to do market analysis.
- ✓ Assemble or calculate statistics relating to sales performances using information in or derived from the MLS compilations/database (*Not for public distribution*).
- ✓ Input listings into the MLS.
- ✓ Maintain listings in the MLS.
- ✓ Terminate listings in the MLS through use of the Team Feature in Matrix.

NO

- ☒ Log in to the MLS using the agents' username and password.
- ☒ Have possession of a clients' house key(s) for any length of time.
- ☒ Access MLS to run amortization schedules, buyer qualifications, or other "service" programs for buyers, sellers, or the general public.
- ☒ Show a listing to a potential buyer (This rule is established by the Board of Realty Regulation).
- ☒ Hold an Open House for the public (This rule is established by the Board of Realty Regulation).