SCRMLS

ADMINISTRATIVE ACCESS REQUEST FORM

Participant Request	
Brokerage/Appraisal Office:	Participant - name:
Admin Applicant – name:	Admin Role: Personal Admin_____ Team Admin _____ Office Admin_____
Admin email:	If Admin needs to *"work as"* a specific broker so they can edit listings, an Assume Identity form needs to be submitted with this form.
Participant, and or, Subscribers being assisted:	

Administrative access is assigned to unlicensed individuals who are under the direct supervision of the MLS Participant or the Participant's licensed designee and are to be used by the assignee only.

The individual named above ("**Admin Applicant**") does hereby make application for subscription to SCRMLS as support personnel as defined in the SCRMLS policies. In making application the applicant does hereby certify such Applicant currently satisfies ALL of the following requirements: **1) Admin Applicant** does not hold an active real estate license. **2) Admin Applicant** may be an Appraiser (Registered) trainee. **3) Admin Applicant** will directly or indirectly access or use the listing information in the MLS solely in support of the Subscribers and Participant named above. Such access and use includes, but is not limited to, direct access to our use of the MLS and use of the other devices or services provided by the MLS or its affiliated or licensed vendors or suppliers, that permit access to and use of any listing information from the MLS. **4) Admin Applicant** does NOT use, directly or indirectly, in any manner whatsoever information from the MLS to list properties for sale or lease and does not participate directly, except in support of the Subscriber or Participant, in listing or sales activity for any properties listed in the MLS. **5) Admin Applicant** complies with the policies contained in the SCRMLS and SCRAR policy statements, bylaws, and regulations as they may from time to time be amended. **6) Admin Applicant** understands that if there has been no MLS login activity by the Admin for 45 days, the Admin Access account will be made inactive.

Administrative access credentials issued by SCRMLS are for the use only of the Applicant on this form and shall not be shared with any other person or entity, no transferred or assigned to another person or entity.

By signing below, I hereby certify that I am affiliated with the Participant named below, and that I understand and meet the requirements listed above. I agree to notify SCRMLS in writing immediately at any time that I no longer meet ALL the above requirements. If I no longer meet ALL of the above requirements and I fail to notify SCRMLS of that fact within the time period specified in the SCRMLS/SCRAR policies, I understand that my access shall be revoked immediately and if appropriate I agree to promptly pay all Full Association and MLS Subscribers Fees from the date that I became ineligible. In this event, failure to notify SCRMLS will be considered sharing a login code with an unauthorized user, a non-compliance violation subject to a fine up to $1,000 and may lead to permanent expulsion from the MLS.

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Admin Applicant Signature Date

By signing below, I certify that the Admin Applicant named herein is affiliated with me and meets ALL the above requirements and therefore is eligible for Administrative Access to SCRMLS. I certify that the Admin Applicant will be under the immediate supervision of the Subscribers named above, and that I as the MLS Participant, am and will, continue to be responsible for the actions and conduct of both. Further, I agree to notify SCRMLS immediately if Applicant remains affiliated with me but becomes ineligible for Administrative Access. I understand that any violation of the conditions of this agreement will result in automatic revocation for the Applicant. In such event, in order to maintain Applicant's access to the SCRMLS system as an MLS subscriber, I agree to pay any and all retroactive Association and MLS Subscriber fees for the current year. In this event, failure to notify SCRMLS will be considered sharing a login code with an unauthorized user, a non-compliance violation subject to a fine up to $1,000 and may lead to permanent expulsion from the MLS.

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Participant Date

SCRAR Office Use Only: Received by _____ Date _____