



OFFICE ADMINISTRATOR APPLICATION

Office administrators who are either licensed with the Nebraska Real Estate Commission or licensed with the Nebraska Real Property Appraiser Board MUST join a REALTOR® Board as a REALTOR® member and pay associated REALTOR® dues and fees.

OFFICE ADMINISTRATOR INFORMATION

Office Admin Name:

Office Admin Phone:

Office Admin Email Address:

Office Admin Password: *(4-12 characters)*

MLS ACCESS LEVEL REQUESTED (CHECK ONE):

Maintain/Input Listings for Firm *(All Branch Offices)*

Maintain/Input Listings for One Office Only

Search Only - No Listing Maintenance/Input

LICENSE INFORMATION (CHECK ONE):

I hold an **Active** NE real estate license or NE appraiser license.

I hold an **Inactive** NE real estate license or NE appraiser license.

I **do not have** a NE real estate license or NE appraiser license.

If holding an Active or Inactive Nebraska real estate or appraiser license:

License #:

Firm Name:

OFFICE INFORMATION

Broker Name:

Broker MLS#:

Office Name:

Office MLS ID#:

I have received and agree to abide by the Rules and Regulations and administrative policies of the Great Plains Regional MLS. I will observe these bylaws and rules with amendments as may be made hereafter so long as I remain an Office Administrator.

I am responsible for the security of my password and will not share or make it available to any person.

I certify that, as Office Administrator, I will not be performing work that requires a real estate license.

Office Admin Signature:

Date:

I agree to notify the MLS if the Office Admin is no longer doing work for me (Responsible Broker) and acknowledge that the Office Admin above is performing work for me in a non-licensed capacity.

I understand that I am responsible for the Office Admin's use or misuse of the service in accordance with the REALTOR® Code of Ethics, and Rules and Regulations of the Great Plains Regional MLS.

The above Office Admin is affiliated with my office. This authorizes his/her access to the Great Plains Regional MLS.

Broker Signature:

Date: