

**GULF SOUTH REAL ESTATE INFORMATION NETWORK, INC.
MLS PARTICIPANT SECRETARY/ADMINISTRATIVE ACCESS REQUEST FORM**

MLS Participant:

Firm:

MLS Office ID/Branch:

The Gulf South Real Estate Information Network (GSREIN) MLS Rules and Regulations provide for in Section 6(e) Office Secretary/Administrative MLS Access: Personnel affiliated with you in a Secretary/Administrative capacity in your company may be issued an MLS password. One Secretary/Administrative password may be issued per every 15 real estate licensees who are members in good standing of GSREIN within a branch office.

Office Secretary/Administrative MLS access is requested for:

Name

MLS Office ID/Branch

Email Address

Office Secretary/Administrative personnel are given Broker (BR) MLS access level which allows them to perform administrative functions in the office such as add and modify all listings in the office, search all listings, and the ability to run all agent, office reports and statistics. If you wish to discuss access levels or have questions please contact the Membership department or MLS department at 504-885-3200 or email membership@nomar.org. Upon proper completion of this form the named Secretary/Administrative MLS User ID and Password will be provided to MLS Participant or Branch Manager.

By your signature below you confirm that the person named above is affiliated with you in a Secretary/Administrative capacity in your company and that you authorize them to have an MLS password assigned to them with BR access level. You also agree that they will not use this MLS access for any other purpose as outlined above or in the MLS Rules and Regulations.

In the event the named Office Secretary/Administrative person is no longer working in your company, you are responsible for notifying us immediately so that MLS access is terminated.

MLS Participant or Participants Authorized Representative (Print and Sign)

Date

Email completed form to: membership@nomar.org
Fax to: 504-888-1812

