



**ANN ARBOR AREA  
BOARD OF REALTORS®**

# Request for Assistant/Office Admin MLS Login

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Email: [realtors@AAABoR.com](mailto:realtors@AAABoR.com) | Website: [www.AAABoR.com](http://www.AAABoR.com)

*To request a login for an Assistant/Office Administrator, please complete the section below and submit it to the Ann Arbor Area Board of REALTORS®.*

*\*MLS user is defined as anyone who pays monthly ML fees.*

1. Will the duties of this position require use of the MLS? Yes\_\_\_\_ No\_\_\_\_
2. Will the individual answer questions relating to financing, title insurance, or closings for current or potential clients? Yes\_\_\_\_ No\_\_\_\_
3. Will the individual attend open houses or show properties to potential buyers or tenants? Yes\_\_\_\_ No\_\_\_\_
4. Will the individual solicit listings or other business via phone, text, email, or social media? Yes\_\_\_\_ No\_\_\_\_

For Assistant Access – Name of Agent Requesting Access: \_\_\_\_\_

For Office Admin Access – Name of Office Requesting Access: \_\_\_\_\_

Broker #: \_\_\_\_\_

New Assistant/Office Admin Information:

Email Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please select one:

- ☐ This is my first request for an assistant/office admin; I have never had an assistant/office admin working with me before.
- ☐ This is a request for an additional assistant/office admin; there is already an assistant /office admin working with me. Reason for additional login request: \_\_\_\_\_
- ☐ This assistant/office admin will be taking the place of my current, or previous, assistant/office admin. Name of assistant/office admin being replaced: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Broker Signature: **(required)** \_\_\_\_\_ Date \_\_\_\_\_

*Subject to final approval of AAABoR's Board of Directors*