

ADMIN APPLICATION

Name of Applicant: _____ Phone: _____ Email: _____

Name of Brokerage: _____ Branch (if applicable): _____

Working for (Agent Name): _____

Admin Account Security Level and Assume Identity Access

- Admin accounts will be given a Security Level 3 account (Basic MLS access, no editing capabilities)
- The Input and Maintenance class must be completed BEFORE Assume Identity access or a higher security level will be granted

Fees and Login

- One-time \$25 security fee
- \$45 quarterly dues
- Login information will be emailed to the applicant after the initial fee payment is received
- Accounts are non-transferable between Brokerages
- Fees are non-refundable

To cancel this account, an email must be sent to Membership@intermountainmls.com

I hereby submit an application for an Administrative Subscription in the Intermountain Multiple Listing Service (IMLS). In the event I am approved for access, I agree to abide by the Polices, Rules and Regulations as approved by the IMLS Board of Directors and the National Association of REALTORS®. I understand that my access to IMLS is contingent upon my abiding by these Polices, Rules and Regulations, and my continued employment with an IMLS Participant or a REALTOR® who is licensed with an IMLS Participant.

Any access other than for the purpose of a Personal Assistant, Office Administrator or Secretary is strictly prohibited and will result in an automatic \$5000 fine and three month suspension to the IMLS Participant.

Signature of Applicant

Date

Signature of IMLS Participant (Designated Broker)

Broker Name (please print)