

ADMINISTRATIVE SUBSCRIPTION APPLICATION

- I am requesting a NEW MLS ID #
- I am requesting a NAME CHANGE on active MLS ID # _____
- Allow access to enter and maintain listings
*Listing Input class required

The admin will be working for:
(Please note the choice made below will determine the level of access the admin will be given)

Choose one of the following

- Agent Name: _____
- Team: _____ Edit team listings: Yes No
- Office: _____
- Brokerage: _____

Name of Applicant: _____ Phone: _____ Email: _____

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

**One-time \$25 security fee and \$45 quarterly fee prorated monthly.
Login information will be emailed to the applicant after the initial fee payment is received.**

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)

For Office Use Only

| MLS ID | Payment Profile | Add Manager | Assume Identity/Team | Join Date |
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