Columbia Greene Northern Dutchess
MULTIPLE LISTING SERVICE

Application for MLS Administrative Membership
Columbia Greene Northern Dutchess MLS
337 Fairview Avenue, Hudson, NY 12534

_____
Name of Applicant

I hereby make application for MLS Administrative Membership in the Columbia Greene Northern Dutchess MLS and enclose a check in the amount of $100.00 consisting of a one-time application fee payable to CGND MLS. I agree to abide by the MLS Rules and Regulations as approved by the Board of Directors and the National Association of REALTORS® and other policies of the MLS. I understand that my access to the MLS is contingent upon my abiding by these rules, regulations and policies and my continued employment with a MLS Participant or a REALTOR® who is licensed with a MLS Participant. I hereby submit the following information for your consideration:

Any new MLS applicant will take a mandatory MLS Orientation. Failure to take this class will result in suspension of membership until the class has been taken. Applicant must pay a reinstatement fee if membership has been suspended due to MLS Orientation requirement not being fulfilled. The next two dates of Orientation are August 24, 2015 and November 20, 2015.

I hereby submit the following information for your consideration:

_____
Home Address

_____ _____
Home Phone Email

_____
Name of Firm

_____
Address

_____ _____
Phone Fax

_____
Email

I am applying for Administrative Membership because I am:

___ A licensed Personal Assistant employed by: _____
Name of REALTOR®

___ An unlicensed Personal Assistant employed by: _____
Name of REALTOR®

___ An Office Administrator or Secretary employed by: _____
Name of REALTOR®

If licensed, do you belong to any other Board/Association of REALTORS®? If so, please list:

_____

Level of MLS Access Requested (check one):

_____ Basic (Full access, no add/change listings.)

_____ Office (Full access, enable add/change listings for one office only.)

_____ _____
Signature of Applicant Date

_____ _____
Signature of MLS Realtor® Employer Date

PRINCIPAL BROKER – Please read and sign.

I understand that allowing administrative access to a Personal Assistant of one of my agents means that the individual has access to all agents' information in my office. This includes but is not limited to viewing listings, ability to make changes, etc.

_____ _____
Principal Broker's Signature Date