Unlicensed Assistant/User Information

Local Service Center: Orlando Regional REALTOR® Association

EMPLOYER INFORMATION: I will be working for ☐ **Broker or** ☐ **Agent** (please check one). **Date:** ____/____/_____

Broker's Name: _____ **ORRA Member #:** _____

Agent's Name (if working for an agent): _____ **ORRA Member #:** _____

Office Name: _____ MLS I.D.: _____

Employer's Address: _____

Street/P.O./Apt. *City* *State* *Zip*

Employer's Phone: _____ Fax #: _____

E-mail:_____ Web: _____

ASSISTANT/PARTICIPANT INFO.: ☐ Personal Assistant ☐ Brokerage Office Staff/Assistant ☐ Company Assistant

Assistant Level	MLX Listing Maintenance Functionality	Description
Personal Assistant (PA)	Search/view access in MLXchange (no listing maintenance)	Personal assistants that need to enter or modify listings that are assigned to an individual will be able to do so via the identity sharing feature (visit stellarmls.com for more information).
Brokerage Office Staff Assistant (BA)	Listing maintenance access	Office support staff that need to enter or modify any listings that are under this office, will have ability to do so via the listing maintenance screen.
Company Assistant (CA)	Listing maintenance access	Office support staff that need to enter or modify any listings that are under this office, and any associated branches.

Action to be taken: ☐ **Activate** ☐ **Delete** ☐ **Transfer** ☐ **Reinstate**

Change Contact Information: ☐ Phone/Fax ☐ Name ☐ Address ☐ E-mail/Web ☐ Other: _____

Assistant's Name: _____ Assistant ID: _____

If new, to be filled in by ORRA office staff

Office Phone: _____ Fax: _____ Cell Phone: _____

Home Address: _____

Street/P.O./Apt. *City* *State* *Zip*

Email:_____ **Password:** _____

Minimum 8 letters / maximum 12 characters

Broker's Signature (required)**:** _____ **Date:** ____ / ____ /_____

Agent's Signature (if working for an agent)**:** _____ **Date:** ____ / ____ /_____

Assistant's Signature: _____ **Date:** ____ / ____ /_____

Legible copy of Florida driver's license or government issued ID required. R.E. license status in DBPR records will be verified. MLS activation fee: $80.00 payable to Stellar MLS. Assistant access fee: $75.00 plus LSC fee due annually on Sept. 30.

Member #: _____ Firm #: _____ Date: _____/_____/_____

ORRA OFFICE USE: ORRA Staff: _____ Date: _____/_____/_____

☐ Real estate license checked on DBPR ☐ Identification verified by photo ID (form to be retained in ORRA files)