



# 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: \$65.00 payable to Stellar MLS. Assistant access fee: \$75.00 plus LSC fee due annually on Sept. 30.

MLS Payment Method:  Check  MasterCard  VISA  AMEX  Discover

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Member #: \_\_\_\_\_ Firm #: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

<b>ORRA OFFICE USE:</b> ORRA Staff: _____ Date: ___/___/___ <input type="checkbox"/> Real estate license checked on DBPR <input type="checkbox"/> Identification verified by photo ID (form to be retained in ORRA files)
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