

Administrative Membership Application

I hereby make application for MLS Administrative Membership in the New Jersey Multiple Listing Service, Inc. I agree to abide by the By-Laws and Rules and Regulations of the Service. I understand that my access to the MLS is contingent upon my abiding by these rules and regulations, and my continued employment with an MLS Participant or a Realtor who is licensed with an MLS Participant.

Please Print Clearly

OFFICE NAME _____ **NJMLS OFFICE #** _____

ADDRESS _____ **COUNTY** _____

TOWN _____ **STATE** _____ **ZIP** _____

PHONE _____ **FAX** _____

NAME OF APPLICANT _____

HOME ADDRESS _____

TOWN _____ **STATE** _____ **ZIP** _____

E-MAIL ADDRESS _____

I am applying for Administrative Membership because I am (check one):

An Administrative Assistant — Has own login and password.

Please select Access level: **Office-Wide Access** **Company-Wide Access**

A Personal Assistant (licensed or unlicensed) to:

Member Name: _____ Member Code: _____
 Has the access of the member he/she is assisting. Has own login and password.

If you are replacing an existing administrative or personal assistant, please print the name of that person and we will terminate his/her membership. _____

FEES: Semi-annual Access Fee \$40.00 (prorated quarterly \$20.00)

Your membership fee will be billed to your office and is effective the date your application is processed.

Once your application has been processed, we will send you an **email confirmation** with instructions how to register for an **Orientation Class**. This class is required in order to gain access to the system. Orientation classes are held in our Haworth and Lyndhurst offices. You must be pre-registered. No walk-ins please.

Applicant Signature _____ **Date** _____

Broker/Manager Signature _____ **Date** _____

Print Broker/Manager Name _____

Fax Completed Application to 201-387-6960 or Email to membership@njmls.com