

### Administrative Membership Application—Licensed

Access to the Service is contingent upon continued employment with an MLS Designated Realtor (Participant) or a Realtor who is licensed with an MLS Designated Realtor.

*Please Print Clearly*

OFFICE NAME \_\_\_\_\_ NJMLS OFFICE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ COUNTY \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL ADDRESS (required) \_\_\_\_\_

RE License # \_\_\_\_\_ Date Licensed \_\_\_\_\_ NRDS # \_\_\_\_\_

MEMBER OF REALTOR® BOARD \_\_\_\_\_

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

A **Licensed Administrative Assistant** — Has own login and password.

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

A **Licensed Personal Assistant 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: Annual Membership Fee \$222.00** (first year—prorated monthly) and **\$65 Registration Fee**

Once the completed application has been processed, you will receive email confirmation with **payment instructions**. After payment is received, your membership will be activated and you will receive a second email which will contain a **link to register for Orientation webinar**. This class is required in order to gain access to the system.

The undersigned hereby makes application for **MLS Administrative Membership** in the **New Jersey Multiple Listing Service, Inc.** and agrees to abide by the **By-Laws** and the **Rules and Regulations of the Service**, which can be found at: [newjerseymls.com/rules](http://newjerseymls.com/rules)

Applicant Signature \_\_\_\_\_

Date

Print Broker/Designated Realtor Name \_\_\_\_\_

Broker/DR Signature \_\_\_\_\_

Date

**Fax completed application to 201-387-6960 or email to [membership@njmls.com](mailto:membership@njmls.com)**