

### Administrative Membership Application—Unlicensed

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) \_\_\_\_\_

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

**An Unlicensed Administrative Assistant** — Has own login and password.

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

**An Unlicensed 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 \$80.00 (prorated quarterly)**

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

**Once your completed application has been processed you will receive email confirmation 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)**