



New Secretary/Assistant Checklist

Thank you for your interest in and your application for participation to Regional MLS, Inc. Following is a list of items that you need to do to complete the application process:

1. Submit your Secretary/Assistant application for Regional MLS in the following way:

- Click on the Join/Update tab, print out the secretary/assistant application and fax or email it to your local service center located at your Realtor Association.

Realtor Association of Palm Beach
Sarah Chenoweth & Keri Caston
Monday – Friday 9am to 5pm
Phone: 561-727-2777
Fax: 561-727-2242 or 561-727-2778
Email: mlssupport@rapb.com
WPB Office: 1 Harvard Cir, Ste 102
West Palm Beach, FL 33409
Boca Office: 3200 N. Military Tr, Ste 102
Boca Raton, FL 33431

Jupiter, Tequesta, Hobe Sound Assoc
Midge LaCorte
Monday – Friday 9am to 3pm
Phone: 561-746-2707
Fax: 561-561-575-9766
Email: mlacorte@jthsrealtors.com
901 W. Indiantown Rd, Ste 18
Jupiter, FL 33458

Realtor's Association of St. Lucie
Karen Galarza
Monday – Friday 8:30am to 5pm
Phone: 772-294-7082
Fax: 772-465-7380
Email: kgalarza@rasl.com
6666 South US Hwy 1
Port. St. Lucie, FL 34952

**** Please note: It may take 1-2 days business days for your application to be processed for Regional MLS.**



Secretary/Assistant Application

RMLS Use Only:
Subscriber ID: _____

Personal Information:

Name (as shown on Photo ID): _____
(First Name) (Middle Initial) (Last Name)

Preferred Name: _____ Gender: Female Male

Password for MLS Access (6-8 characters): _____

Home Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone Number: _____

Real Estate License Information (If Applicable):

Does applicant have an active Real Estate license? Yes No State Issued License #: _____

Office Information:

Office Name: _____ Office MLS ID: _____

Office Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Office Fax: _____

Applicant works for: Office Agent Agent Name: _____

Applicant replacing previous secretary/assistant: Yes No

Previous secretary/assistant name: _____

SYSTEM ACCESS LEVEL:

Secretary Access has the ability to add/modify listings for ALL agent(s) within the office and branches that are active with RMLS. Assistant Access has the ability to view only, unless they have set up Identity Sharing with the agent(s) they are working for.

** The SAFEMLS authenticator is the property of the broker

BROKER CERTIFICATION: As the Designated Broker or Office Manager, I certify that this secretary/assistant is employed by the firm. I accept full responsibility for this secretary/assistant, including but not limited to penalties or fines for violation of the Regional MLS Rules and Regulations, Compliance Guidelines or Rules for Internet Data Display. I will notify Regional MLS when this employee is no longer working at this firm so that the login id and password is inactivated.

(Broker/Office Manager Name)

(Broker/Office Manager Signature)

(Date)

APPLICANT MUST ATTACH A COPY OF A PHOTO ID. APPLICATION WILL NOT BE PROCESSED WITHOUT IT.



Assistant/Secretary Payment Page

RMLS Use Only:
Subscriber ID: _____

Name: _____

Regional MLS's fiscal year is from April 1st through March 31st. Service fees are billed annually and are due on March 31st. Your initial payment consists of pro-rated service fees for the current billing cycle. Please see below. Please make checks payable to Regional MLS, Inc. Visa, Master Card, and American Express are also accepted.

Table with 3 columns: Month, Non-Licensed Assist/Secretary, Licensed * Assist/Secretary. Rows include months from April to March with corresponding fee amounts.

*Please note that the service fees for RMLS are based on if the applicant has an active Real Estate License in the state of Florida.

RMLS Fees are Non-Refundable

Enclosed Check #
-OR-
Accepted: Visa, Master Card, America Express (Charge will show up on your credit card statement as REALTOR Association/MLS)
Credit Card Number _____ Exp Date ____/____
Name on Credit Card: _____
Signature: _____ Date: _____
I authorize and understand that if the applicant does have an active Real Estate license the amount being charged to my account will be the Service Fee based on the applicant license relation effective date with the office according to DBPR. I also authorize and understand that a reinstatement Fee may apply in accordance to Section 8.5 of the Regional MLS Rules and Regulations.