

APPLICATION FOR MLS ACCESS FOR OFFICE STAFF

1. Name of Staff Person _____
2. Applicant Home Address _____ City _____
State & Zip _____ Home Phone _____
3. Applicant Voice Mail # _____ Applicant Cell Phone # _____
4. Applicant E-mail address (required) _____
5. Name of Real Estate Firm _____
Office Address _____ City _____
State & Zip _____ Phone No. _____ Fax # _____
6. Name of Designated Broker _____ Lic. # _____

I agree that as a condition of my participation in NTREIS, as office staff for the above named company, I must complete the MLS on line orientation/training course(s) as prescribed by NTREIS. Furthermore, I will receive a personal password and login that **may not** be shared with anyone (*NTREIS Rules & Reg., Section 9.04*).
Sharing of password/login may result in termination of MLS Access.

Signature of Office Staff Member _____ Date _____

I agree to assume responsibility for the actions of the above named Office Staff as required by the NTREIS Rules & Regulations and the Texas Real Estate Commission.

Signature of Designated Broker _____ Date _____

**WAIVER FORM FOR INDIVIDUAL
NORTH TEXAS REAL ESTATE INFORMATION SYSTEMS, INC. ("NTREIS")**

THIS AGREEMENT is made and entered into by the undersigned party ("Individual") in conjunction with Participant's request for exemption from Subscription fees of NTREIS.

1. The previously-named unlicensed Individual shall be exempt from the NTREIS Subscription fees if such Individual meets any one or more of the requirements set forth in NTREIS Rules and Regulations.
2. Such exemption is effective for the remainder of the calendar year in which the Waiver Form is filed with the NTREIS, unless sooner terminated. The exemption for any Individual shall automatically be revoked upon that Individual's utilization of the NTREIS in any manner, except as specified as an unlicensed assistant.
3. For the purposes of this Agreement, utilization of the NTREIS is further defined, but not limited to, the following actions:
 - * Use of NTREIS on-line computer systems
 - * Offering NTREIS benefits to real property owners
 - * Attending NTREIS area meetings
4. CERTIFICATION OF INDIVIDUAL AFFILIATED WITH A NTREIS PARTICIPANT (Broker):

I HEREBY CERTIFY THAT THE UNLICENSED INDIVIDUAL NAMED ON PAGE 1 DOES NOT UTILIZE NTREIS ON THEIR OWN BEHALF AND IS ELIGIBLE FOR A NTREIS WAIVER FOR THE FOLLOWING REASONS:

- Clerical office staff of a NTREIS Participant excluding office/sales managers/team leaders, whether licensed or unlicensed, who do not list, show, sell or appraise real property. (Licensed personal assistants do NOT qualify under this exemption)

****Note to Participants: Any person given an "05" administrative access code has access to your entire inventory and full administrative access to all information for the branch office where they are registered.**

5. If the Individual utilizes the NTREIS at any time **as a licensee**, the NTREIS Participant (Broker) set forth below is obligated to pay an additional individual Subscription fee on behalf of the Individual for the current quarter and any other calendar quarter that the Individual used the NTREIS. The NTREIS Participant (Broker) is further subject to a fine of \$50.00 per day (following a 30 day grace period) for each Individual using the NTREIS, plus any additional fines, dues and payments that may be established by the NTREIS. A list of persons waived will be published regularly by the NTREIS.

I agree that if the unlicensed Individual named within utilizes the NTREIS as a licensee, I will notify the NTREIS, through the local MLS provider, and pay the required fees and/or fines set forth herein.

Signature of Staff Person

Date: _____
Signature of NTREIS Participant (Designated Broker)

EMAIL TO Alyssa@glar.com