



Mason Oceana Manistee Board of REALTORS®
409 W. Ludington Ave., Suite 203 * Ludington, MI 49431
231-845-1896 www.momboard.com

STAFF ADMINISTRATOR APPLICATION - \$25.00

*Application is not transferable between admins,
new admin must fill out application and pay the \$25.00 application fee*

1. **Staff Name:** _____
2. **Office Name:** _____
Address: _____
Phone: _____
3. **Broker Name:** _____

I understand that I will have access to the MLS through my own personal password but am not entitled to the benefits of a full REALTOR® member and that I do not hold an active real estate license. I will not hold myself out to the public and other REALTORS® as a member of the REALTOR® Association. All advertising and correspondence will disclose my Staff Administrator Status (including business cards, web site, phone and email) and the name of my REALTOR®/Broker Participant. By signing this application, I agree to its terms.

Staff Administrator Signature: _____ **Date:** _____

Staff Administrators are employed by a Broker or authorized salesperson. Licensees who violate State License Law by allowing unlicensed assistants to practice real estate on their behalf subject themselves to one or more of the following penalties: 1) Placement of a limitation on their license; 2) Suspension of License; 3) Denial of license renewal; 4) Revocation of license; 5) A civil fine not to exceed \$10,000.00; 6) Censure; 7) Probation; 8) Restitution (MCL 339,602). A licensee MUST pay all dues and MLS fees as a REALTOR®.

Participant Broker Signature: _____ **Date:** _____

END USER AGREEMENT

By signature below, Participant and/or Principal Agent hereby consents to User receiving MOMBR MLS services in his/her behalf and accepts responsibility for User conduct as if User were the same as Participant. Participant and/or Principal Agent agree as a condition of participation in the MLS to abide by all relevant bylaws, rules and regulations and other obligations of participation, including payment of fees. He / She further agrees to be bound by the Code of Ethics on the same terms and conditions as association members, as established in the Code of Ethics and Arbitration Manual, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the association. He / She understand that a violation of the Code of Ethics may result in suspension or termination of MLS rights and privileges and that he/she may be assessed an administrative processing fee not to exceed \$500 which may be in addition to any discipline, including fines, that may be imposed. User acknowledges that he/she has reviewed the MOMBR Multiple Listing Service Rules and Regulations and the MOMBR Bylaws and agrees to be bound by each together with any subsequent changes, amendments or modifications thereto made from time to time. Use of the MOMBR MLS site requires both login information and a password to be used only by the individual to whom it is assigned.

Staff Administrator Signature: _____ **Date:** _____

Participant Broker Signature: _____ **Date:** _____