

## Non-Licensed Assistant Membership Application (B2B E-List & MLS)

**All non-licensed assistants must complete this form. Please copy, complete, and have your DR sign & return.**

<b>AGSMLS Access Login Information</b> 8 characters max – ags. Must be included in your username)	Username: AGS. _____	Password: sell1234
<b>B2B E-List &amp; ABOR Website:</b>	Username: _____	Password Rest Email will be sent
<b>Security Level:</b>	<input type="checkbox"/> (1) <b>Company Access</b> - Access to searches & maintenance of ALL licensee's listings in the firm. <input type="checkbox"/> (2) <b>Office Access</b> - Access to searches & maintenance of ALL licensee's listings in a certain office(s). <input type="checkbox"/> (3) <b>Personal NLA</b> - Access to searches, maintenance of listings for only the licensee(s) listed below. (Recommended for personal/team assistants)	
<b>Super User Access:</b> Capability to login and access certain office(s), individual REALTORS® or REALTOR® Team MLS accounts.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list <b>ALL</b> REALTOR® Members, Offices or REALTOR® Teams this member will be working for.		
<b>Full Name:</b>		
<b>Nickname:</b>		
Do you have an active Real Estate License/Appraiser License?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Firm Name:</b>		
<b>Work E-mail Address:</b>		
<b>Firm Address:</b>		
<b>Firm Phone:</b>		
<b>Office Fax:</b>		
<b>Mobile/Cell Phone:</b>		
B2B E-list Subscriptions: Please indicate which B2B E-lists you would like to receive and send B2B messages to. You may subscribe and unsubscribe as often as you like.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>listings@abr.memberclicks.net</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>general@abr.memberclicks.net</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>rentals@abr.memberclicks.net</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>openhouse@abr.memberclicks.net</b>
<b>PLEASE NOTE: As a Non-Licensed Assistant you may not solicit or advertise on your own behalf. Your signature block MUST include the following: your name (first &amp; last) as Assistant to _____, name of company, Company address, phone, and email address of the member you are assisting.</b>		
<b>Please note: A \$100.00 set-up fee will be assessed to DESIGNATED REALTOR®/MANAGING BROKER</b>		
<b>DESIGNATED REALTOR®/MANAGING BROKER SIGNATURE:</b>		
<b>Full Name:</b>		
<b>Signature:</b>		<b>Date:</b>



## Aspen/Glenwood Multiple Listing Agreement

I agree as a condition of participation in the Aspen/Glenwood MLS to abide by all relevant Bylaws, Rules and Regulations and other obligations of participation including payment of MLS fees.

**I understand that sharing usernames and passwords is against the Aspen/Glenwood MLS Rules and Regulations and anyone found in violation of this rule will be fined \$1,000.00.**

I understand that my failure to abide by all of the provisions above may result in suspension or expulsion from the Aspen/Glenwood MLS.

\_\_\_\_\_  
*Applicant's Full Name Printed:*

\_\_\_\_\_  
*Applicant's Signature:*

\_\_\_\_\_  
*Date:*



## Payment Authorization Form

(Entire form must be completed)

Bill To:	
Company Name:	
Billing Email Address:	
Phone:	
Non-Licensed Assistant Application Fee:	\$ 100.00
<b>Total Amount:</b>	<b>\$</b>
<b>By signing below, I AUTHORIZE</b> the Aspen Board of REALTORS® to invoice me for the total amount quoted above. I understand to keep an active membership with the Aspen Board of REALTORS® I must pay the invoice upon receipt.	
<b>Signature:</b>	<b>Date:</b>

**Submit forms via mail, email, or fax to:**

**MAIL:**

Aspen Board of REALTORS®  
23400 Two Rivers Road, Ste. 44, Basalt, CO 81621.

**EMAIL:** [membership@aspenrealtors.com](mailto:membership@aspenrealtors.com)

**FAX:** 970.927.4783