



REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA

**ADMINISTRATIVE DATA WORKSHEET**

Note: This form is to be completed by Office Staff requesting access to the MLS system Database.

DATE: \_\_\_\_\_

1. NAME: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

2. OFFICE NAME: \_\_\_\_\_

3. OFFICE ADDRESS: \_\_\_\_\_

4. CITY: \_\_\_\_\_ 5. STATE: \_\_\_\_\_ 6. ZIP: \_\_\_\_\_

7. OFFICE PH: \_\_\_\_\_ 8. OFFICE FAX: \_\_\_\_\_

9. POSITION: \_\_\_\_\_

10. E-MAIL ADDRESS: \_\_\_\_\_

11. DO YOU HOLD A REAL ESTATE LICENSE? \_\_\_\_\_

IF SO, INDICATE LICENSE NUMBER: \_\_\_\_\_

IF SO, ARE YOU CURRENTLY SELLING OR LISTING PROPERTY? \_\_\_\_\_

13. BROKER'S SIGNATURE: \_\_\_\_\_

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(RASM OFFICE ONLY)

Password \_\_\_\_\_ Security Level \_\_\_\_\_ Date Assigned \_\_\_\_\_

Type \_\_\_\_\_ Status \_\_\_\_\_

2115 Rolling Green Lane, North Mankato, MN 56003  
507-345-6018 Fax: 507-345-5225 www.rasminfo.com



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## MLS SECURITY AGREEMENT OFFICE STAFF

MLS computer passwords are distributed exclusively to those brokers, their agents and office staff who are members of the Southern MN MLS and the REALTOR® Association of Southern Minnesota. These passwords are **not** to be distributed, loaned or given to any other individual. Access is only for purposes directed by the Broker for Real Estate business. Access is **not** allowed for personal use or for personal information. Violations of this policy are to be promptly reported to the MLS Committee in writing. Fines for giving out code words to **anyone** are:

<b>1<sup>st</sup> Offense:</b>	<b>\$1,000.00</b>
<b>Subsequent Offenses:</b>	<b>Additional fine and subject to suspension or termination by the Board of Directors of the REALTOR® Association of Southern Minnesota.</b>

Failure to report within 1 business day admin staff leaving a brokerage employment will result in a \$1,000.00 fine to the broker per violation.

I agree to abide by the rules and regulations concerning MLS Computer Passwords. I understand that if I violate this policy, I will be subject to the above listed fines.

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

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Broker Signature: \_\_\_\_\_

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