



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: _____

Name: _____
(Last Name) (First Name) (Middle Initial)

Office Name: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Office Fax: _____

Position: _____

E-mail Address: _____

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: _____

(RASM OFFICE ONLY)

Password _____ Security Level _____ Date Assigned _____

Type _____ Status _____

REALTOR® is a registered collective membership mark which may be used only by real estate professionals who are members of the NATIONAL ASSOCIATION OF REALTORS and subscribe to its strict Code of Ethics



REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA

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:

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

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.

*As the broker I acknowledge if any admin staff violate rules the fine will be charged to me.

Date: _____

Signature: _____

Company: _____

Broker Signature: _____

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

REALTOR® is a registered collective membership mark which may be used only by real estate professionals who are members of the NATIONAL ASSOCIATION OF REALTORS® and subscribe to its strict Code of Ethics