

REQUEST FOR ASSISTANT ACCESS TO BCSRMLS

(Please print except for signatures)
(One assistant per form)

Requesting Participant (Broker/Agent): _____

Office: _____

Phone Number: _____

Assistant Access Level:

Single User Access- Can only edit listings for agents who add them to their team.

Total Office Access- will allow as assistant to make changes for all agents in the office. They will have the same access as the Designated REALTOR®. Only the Designated REALTOR® can grant this access

I hereby certify that the assistant named below is not an active, licensed Real Estate Agent and/or licensed Appraiser and is employed by me to assist me in my work as a Realtor®/Appraiser. I agree that I shall be responsible for any misuse of MLS data by my employee. I further agree to notify BCSRMLS if this person no longer is my employee or becomes a licensed Real Estate Agent and/or licensed Appraiser.

Broker/ Agent Signature

Date

Note: You must add your assistant to your team before they can edit/input your listings. To add your assistant to your team, in Matrix, you will go to My Matrix>Settings>Team Settings.

Assistant Name: _____

Assistant Email Address: _____

I agree to comply with the Rules and Regulations of BCSRMLS and to cease any use of the MLS data if I no longer am an employee of a licensed Real Estate Agent/Appraiser. I hereby certify that I am not an active, licensed Real Estate Agent and/or licensed appraiser.

Assistant Signature

Date

Note: To add/edit an agent's listings after they have added you to their team, in Matrix, you will see "Working as" in the upper right corner. Clicking on this will allow you to switch between agents.