



ARMLS® Administrative Personnel Policy Quick Guide

Your Role	Job Description	Form Click to access	# of Accesses	Fee	Special Conditions
Licensed Broker / MLS Participant or Appraiser	Broker or certified Appraiser responsible for an office	Subscriber Agreement	1	Full	None
Licensed Subscriber, either Real Estate or Appraiser	Practicing Agent, Team leader or Appraiser	Subscriber Agreement	1	Full	None
Licensed Team Member	Performs some or all of the functions of Team leader	Subscriber Agreement	1	Full	None
Licensed Admin for an Agent, Broker, Team or Appraiser	Supports Subscribers but does not perform duties on a regular basis that require a license	Application Form for Administrative Support Personnel Access to ARMLS	1	50% of Full Fee	Requires written permission of Participant
Unlicensed Admin for an Agent, Broker, Team or Appraiser	Supports Subscribers but does not perform any duties that require a license	Application Form for Administrative Support Personnel Access to ARMLS	1	50% of Full Fee	Requires written permission of Participant
Administrative Personnel (licensed or unlicensed) supporting an office or company, either Brokerage or Appraiser	Supports all Subscribers in the office but does not perform any duties that require a license	Application Form for Administrative Support Personnel Access to ARMLS	Up to 3 per office based on 1 per every 30 agents	No Fee	Requires certification on form by Admin Support person and Participant
		Application Form for Administrative Support Personnel Access to ARMLS	Unlimited above the allotment of 3 per office	50% of Full Fee for each	Requires certification on form by Admin Support person and Participant