



130 S. Priest Dr. Suite 101 • Tempe, AZ 85281
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APPLICATION FORM FOR ADMINISTRATIVE SUPPORT PERSONNEL ACCESS TO ARMLS®

Arizona Regional Multiple Listing Service, Inc. (“ARMLS”) Participants and their subscribers may employ administrative personnel, personal assistants, or secretarial personnel, regardless of whether they hold an active real estate license. Such personnel shall be allowed access to the ARMLS multiple listing system, according to ARMLS Rules and Regulations and the ARMLS Subscriber Agreement, to the extent necessary for them to perform their duties with and for the Participant and the Participant’s subscribers. The Participant shall be responsible for the appropriate annual fee for such administrative personnel.

Support Applicant

Name (print clearly) _____
Home Address _____ Phone _____
City, St Zip _____ Email Address* _____

**All ARMLS communications, including billing notices, will be sent to the email address on file for this admin ID.*

Applicant Role (check one) Agent Level Admin (assistant for sponsoring agent) Office Level Admin (edit listings within assigned office) Company Level Admin (edit listings for the whole company)

Sponsoring Agent Name _____ MLS ID / Office ID _____ Participant Name (Designated Broker) _____ MLS ID / Office ID _____
(leave BLANK for office/company admin role)

The individual named above (“Support Applicant”) does hereby make application for subscription access to ARMLS as support personnel as defined in Section 7.4 of the ARMLS Rules. In making application the Applicant does hereby certify such Applicant currently satisfies and continues to satisfy ALL of the following requirements:

- 1. Support Applicant is NOT a Listing Agent for any active Listing included in the MLS;
- 2. Support Applicant does NOT possess, control, or use a lockbox key to enter, view, or show any property that is listed in the MLS;
- 3. Support Applicant will directly or indirectly access or use the Listing information stored in the MLS solely in support of the Subscriber or Participant named above. Such access and use includes, but is not limited to, direct access to or use of the MLS and the use of the other devices or services provided by the MLS or its affiliated or licensed vendors or suppliers, that permit access to and use of any Listing information from the MLS;
- 4. Support Applicant does NOT use, directly or indirectly, in any manner whatsoever information from the MLS to list properties for sale or lease and does not participate directly, except in support of the Subscriber or Participant, in listing or sales activity for any properties listed in the MLS; and
- 5. Support Applicant complies with the policies contained in the ARMLS Administrative Personnel Policy as they may from time to time be amended.

CERTIFICATION BY APPLICANT

I hereby certify that I am affiliated with the sponsor named below, and that I understand and meet the requirements listed above. I agree to notify ARMLS in writing immediately at any time that I no longer meet ALL of the above requirements. If I no longer meet ALL of the above requirements and I fail to notify ARMLS of that fact within the time period specified in the Rules and Regulations, I understand that my access shall be revoked automatically and if appropriate I agree to promptly pay all Full Subscriber Fees from the date that I became ineligible, plus a \$500.00 non-compliance fee.

(Support Applicant’s Signature)

CERTIFICATION BY APPLICANT’S MLS PARTICIPANT (DESIGNATED BROKER)

I certify that the Applicant named herein is affiliated with me and meets ALL of the above requirements and therefore is eligible for Administrative Support Access to ARMLS. I certify that the Applicant will be under the immediate supervision of the Sponsor named above, and that I as the MLS Participant am and will continue to be responsible for the actions and conduct of both. Further, I agree to notify ARMLS immediately if Applicant remains affiliated with me but becomes ineligible for administrative access. I understand that any violation of the conditions of this agreement will result in automatic revocation of access for the Applicant. In such event, in order to maintain Applicant’s access to the ARMLS system as an ARMLS Subscriber, I agree to pay any and all retroactive MLS Subscriber fees for the current year, plus a \$500.00 non-compliance fee, if not paid by Applicant, plus any other penalties specified in the ARMLS Penalty Policy as amended from time to time.

(Signature of MLS Participant / Designated Broker) (Printed Name of MLS Participant / Designated Broker) (Date)

Mail completed application to ARMLS 130 S. Priest Drive Suite 101 Tempe, AZ 85281 Fax: (480) 757-6368 or Email Billing@ARMLS.com