



130 S. Priest Dr. Suite 101 • Tempe, AZ 85281  
Phone: (480) 921-7777 • Fax: (480) 303-7220

**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, whether or not they hold a real estate license. Such personnel shall be allowed access to the ARMLS system, according to ARMLS Rules and Regulations, 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, but may designate below the person to whom the fee should be billed.

Support Applicant  
Name \_\_\_\_\_

Home Address \_\_\_\_\_

City, St Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

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

Sponsoring Agent Name \_\_\_\_\_

ID \_\_\_\_\_

Participant/Designated Broker Name \_\_\_\_\_

ID \_\_\_\_\_

Applicant  
Role \_\_\_\_\_

Personal  
Admin

Company  
Admin

\_\_\_\_\_

For ARMLS  
Use only

Broker

Agent Level

Office Level

Company  
Level

Load Level

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.

\_\_\_\_\_  
(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: 480-303-7220 or Email [Billing@ARMLS.com](mailto:Billing@ARMLS.com)**

Last updated: July 13, 2015

## Instructions for Application for Administrative Support Personnel Access

Administrative Support credentials are available to any brokerage and through the broker to agents authorized to have personal administrative assistants. ARMLS rules provide a formula to calculate the number of admin credentials that a brokerage can have at no charge. Firms are allowed one admin code for each 30 agents, with at least one for each office regardless of size. Agent counts can be aggregated across the firm for those companies that centralize their administrative and support functions. Upon receipt of an application, ARMLS staff will determine if the credentials are within or in excess of the allocation determined by the formula and advise the Participant (Designated Broker) if the credential being applied for is one that would incur a charge. Applications will be processed as soon as possible after receipt, but should not take longer than five business days.

### Guidelines for completing the application:

1. On the application form, the name of the administrative person, along with contact information should be entered in the first section where it says Support Applicant Name.
2. If the admin will work for an agent, enter the agent's name and ID in the next section where it says Sponsoring Agent Name. If not, leave this section blank.
3. Enter the name of the Participant (Designated Broker) for the office where the admin will be assigned. Enter the OFFICE ID Code next to Participant's name.
4. Under Applicant Role, check the appropriate box (for personal or company admin)
5. Under Broker Load Level, check the box indicating the degree of listing maintenance access this person will have.

Agent Level access would apply to a personal assistant for an agent.

Office Level access would allow the admin to edit listings within the office assigned.

Company Level access allows the admin to edit listings for any office or any agent within the company.

6. If the admin credential is in excess of those allocated in the formula above, payment for the admin credential is due immediately and can be submitted with the application. All future billing notices will be sent to the email address on file for this admin code.
7. The application must be signed by the applicant, attesting to the requirements of the credentials, and by the Participant/Designated Broker authorizing this applicant to have such access privileges.
8. Mail, fax or Email the application to the address/number at the bottom of the application.

For questions or clarification, please contact Phyllis DeFino in the ARMLS Billing and Membership Department at 480-303-7225 or by email to [Billing@ARMLS.com](mailto:Billing@ARMLS.com).