



**Southwest Multiple Listing Service, Inc.
Administrative Codes/Registered Appraiser Codes Access Request Form**

Please be familiar with our Association and MLS policies regarding administrative codes prior to making your request. These Policies can be obtained online by existing MLS user by going to FLEX MLS>Daily Functions>MLS Intranet or by sending a request to membership@gaar.com. We require a minimum of **24-48 hours** to process Administrative Access Code requests. When *this* process is completed, a Member Support representative will contact you via email with the necessary information you need to get started. Please enter complete information on page 1, review the terms of agreement and complete the required information on page 2. **If Admin Applicant holds an Active Real Estate License in any state, they are not eligible for Admin Access. If they hold a New Mexico Real Estate license, they would need to apply for full Subscriber membership.**

Admin Assistant is: Not Licensed Appraiser (Registered)Trainee

Admin Applicant Information

Name: _____ DOB: _____
Home Address: _____ Phone: _____
City, State, Zip: _____ Email Address: _____

Admin Applicant Office Information

Office Name: _____ QB Name: _____
Office Address: _____

BrokerLoad Level is identifying what level of access the Admin needs for modifying listings at that office.

BrokerLoad Level: Agent Level Office Level Company Level No Brokerload access

SuperUse Access: Please state the names of the following agents that the Admin needs to access at this office. SuperUse access will give them access to “work as” a specific agent or agents in the MLS so that they can edit their listings or print report. If SuperUse Access is needed for All Members at this office please select Full SuperUse Access box. SuperUse of another MLS account means that the individual who is SuperUsing has access to another REALTORS Transaction Forms, Supra Functions, any other MLS Product that have Single-Sign-On ability and has the ability to edit/change listings under that Realtor’s name.

As part of this request the SuperUser agrees that their MLS account will be enabled with Dual-Authentication for the duration of the time they have SuperUse access. This is done to add an extra level of security for your brokerage and to cut down on liabilities that could arise from an unauthorized user who can modify your office transactions or listings. ____ Initial

Person(s) being assisted: Single Agent Multiple Agents Team Participant/ All Office

SuperUser IDs to be added to the SuperUser’s account (provide name or MLS ID):

- Full SuperUse access for All Agents at that office
- Full SuperUse access for All Agents at that company

505-842-1433
PHONE

505-842-0448
FAX

gaar.com
WEB

REALTOR® is a registered mark which identifies a professional in real estate who subscribes to a Strict Code of Ethics as a member of the NATIONAL ASSOCIATION OF REALTORS®

The individual names above (“Admin Applicant”) does hereby make application for subscription to SWMLS as support personal as defined in Article V, Section 2, Section B of the GAAR bylaws. In making application the Applicant does hereby certify such Applicant currently satisfies ALL of the following requirements:

1. Admin Applicant is NOT a Listing Agent for any active Listing included in the MLS;
2. If a lockbox key is requested for an Admin Applicant the key must be setup as an Affiliate Key.
3. Admin Applicant will directly or indirectly access or use the Listing Information stores in the MLS solely in support of the Subscribers and Participant named above. Such access and use includes, but is not limited to, direct access to or use of the MLS and 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. Admin 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. Admin Applicant complies with the policies contained in the SWMLS and GAAR policy statements, bylaws, and regulations as they may from time to time be amended.
6. Admin Applicant understands that if there has been no MLS login activity by the Admin for 45 days, the Administrative Access account will be made inactive. For admins that do not regularly access MLS, if there has been no SUPRA key activity by the Admin for 45 days, the admin account will be made inactive.

CERTIFICATION BY ADMIN 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 SWMLS in writing immediately at any time that I no longer meet ALL the above requirements. If I no longer meet ALL of the above requirements and I fail to notify SWMLS of that fact within the time period specified in the GAAR/SWMLS policies, I understand that my access shall be revoked immediately and if appropriate I agree to promptly pay all Full Association and MLS Subscribers Fees from the date that I became ineligible. In this event, failure to notify SWMLS will be considered sharing a login code with an unauthorized user, a non-compliance violation subject to a fine up to \$5,000.

(Admin Applicant Signature)

CERTIFICATION BY APPLICANT’S MLS PARTICIPANT/QUALIFYING BROKER

I certify that the Admin Applicant named herein is affiliated with me and meets ALL the above requirements and therefore is eligible for Administrative Access to SWMLS. I certify that the Admin Applicant will be under the immediate supervision of the Subscribers 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 SWMLS 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 for the Applicant. In such event, in order to maintain Applicant’s access to the SWMLS system as an MLS subscriber, I agree to pay any and all retroactive Association and MLS Subscriber fees for the current year. IN this event, failure to notify SWMLS will be considered sharing a login code with an unauthorized user, a non-compliance violation subject to a fine up to \$5,000.

(Signature of Designated Qualifying Broker)

(Date)