



**Elko County REALTORS®
 MLS Unlicensed Assistant
 Employing Member & Employing Member Broker’s Signature Page
 Limited Subscriber Access Authorization**

- **Limited Subscriber Defined.** Office/Broker Administrative Staff, a Personal Assistant to a Member, and Appraiser Intern/Staff may be eligible for access to and use of MLS content via a staff ID assigned by ECR MLS. Full members who are employed to assist other members are referred to as Affiliated Licensees or Licensed Assistants. Non-licensees or licensees who hold no membership with ECR MLS but are employed as broker administrative/clerical staff or personal assistants who are unlicensed and/or individuals seeking licensure or certification as real estate appraisers affiliated with a Participant may be eligible for access to and use of MLS content via a staff ID assigned by ECR MLS. Recurring subscription fees may be billed to the Participant at the discretion of the Board of Directors.

- **Limited Subscriber Access Defined.** To facilitate the daily operations of a member firm or office, the ECR MLS Committee and the ECR Board of Directors have authorized the issuing of administrative logins to the MLS System. Additionally, DESIGNATED REALTORS® (or Responsible Broker, including Appraisers) may authorize limited access for administrative staff and personal assistants that are employed by his/her agents. For purposes of this document, all logins noted will be referred to as “staff ID” users.
- **Unlicensed Assistants “Staff ID” Supra e-Key Access.** Users can apply for access to the Supra e-Key software. Access for Supra is limited to access for employing members for only. Exception an Unlicensed Assistant can open doors for a customer/client by permission in writing from the listing Agent. (text messaging is acceptable). Recurring subscription fees may be billed to the Participant at the discretion of the Board of Directors. (7/22)

Assistant Name: _____ **Office Phone & Ext** _____

Employing Member Name: _____ **Employing Member NRDS ID** _____

Office Name: _____

Broker Name _____ **Broker NRDS ID:** _____

IF UPDATING RECORD Name of Assistant being replaced: _____

DR Acknowledgement and Authorization: As Designated REALTOR (DR/Responsible Broker or Appraiser) of the above noted office, I acknowledge that I have read and agree to the terms of the Policy for Limited Subscribers’ Access and hereby authorize ECR to issue a staff ID to the employee named above and bill my account or the employing member as appropriate.

DR (Designated Broker/Appraiser) Signature _____

Employing Member Acknowledgement and Authorization: As employing member, I acknowledge that I have read and agree to the terms of the Policy for Limited Subscribers’ Access and hereby authorize ECR to issue a staff ID to the employee named above. Further, I acknowledge and agree to pay fees as outlined.

Employing Agent/Broker Signature _____