



River Counties MLS, Inc.

Staff/Assistant Data Worksheet

1. Name: _____
2. Company Name: _____
3. City: _____ State: _____ Zip: _____ - _____
4. Date assigned to office? ____/____/____ Office Phone: _____ - _____ - _____
5. Home Address: _____
6. City: _____ State: _____ Zip: _____ - _____
7. Email Address (please provide an address you plan to use for work related matters):

8. Primary Telephone: _____ - _____ - _____ Date of Birth: ____/____/____
9. Are you: ☐ Firm/Office Staff or ☐ Agent Personal Unlicensed Assistant

All staff/assistants are required to attend a mandatory MLS orientation within 60 days of access granted. MLS access will be terminated if orientation is not completed.

Once access is granted an email will be sent to Staff/Assistant with log-in information and credentials.

For Personal Unlicensed Assistant Access Only:

I, _____ (Agent's Name) understand that I am responsible for my assistant's use in the River Counties MLS and deemed liable for all activity using their credentials.

Agent's Signature: _____

Broker's Signature: _____

Date: _____