



**OFFICE ADMINISTRATIVE FORM  
MULTIPLE BRANCH OFFICES**

Revised 3/10/2022

***This form is to be used for administrative assistants performing clerical duties for multiple branch offices.  
Please complete this form and fax it to (508) 845-2434. If you have any questions,  
please call MLS PIN Membership at (800) 695-3000 option 3.***

Office Name: \_\_\_\_\_ MLS Office ID #: \_\_\_\_\_  
(Please list the office ID number that you work out of.)

Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Telephone #: \_\_\_\_\_

Name of Administrative Assistant: \_\_\_\_\_

Do you have a real estate license? *(Please circle one)* YES or NO

License #: \_\_\_\_\_ Type of License: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Will you be performing duties that under Massachusetts license law require a real estate license?  
*(Please circle one)* YES or NO

What duties are you performing as an administrative assistant? \_\_\_\_\_

MLS PIN will be assigning an administrative ID number and password to you within 24-48 hours. Please provide an e-mail address so we can notify you with this information when your application has been processed:

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

Please list the office ID number for each branch that you perform administrative duties for:

MLS Office ID #: \_\_\_\_\_

Please have the Principal sign this application. By signing this application, the undersigned will be authorizing MLS PIN to assign you an Administrative ID number linked directly to the offices listed above which will allow you access to all Subscribers within these offices and all of their MLS PIN ID numbers as well as access to their accounts including listing maintenance.

\_\_\_\_\_  
***Name of Participant or Office Manager (Please Print)***

\_\_\_\_\_  
***Signature of Participant or Office Manager***

\_\_\_\_\_  
***Date***