



PERSONAL ASSISTANT INFORMATION FORM

Revised 9/12/2022

Use this form for personal assistants reporting directly to individual agents (Subscribers). Email this form to membership@mlspin.com. If you have any questions, please contact MLS PIN Membership at 800-695-3000, option 3

IMPORTANT NOTE: PLEASE ALLOW 24-48 HOURS FOR ALL CHANGES TO BE PROCESSED.

Name of Office: _____ MLS PIN Office ID #: _____

Name of Personal Assistant: _____

Do you have a real estate License? (select one) YES NO

License #: _____ Type of License: _____ Expiration Date: _____

Will you be performing duties that, under Massachusetts license law, require a real estate license?

(select one) YES NO

What duties are you performing as a personal assistant? _____

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

Billing Email Address: _____

(This is the address your quarterly invoices will be sent to.)

MLS PIN encourages Personal Assistants to pay by automatic withdrawal from a credit card or checking account. Allowing MLS PIN to automatically withdraw quarterly fees directly from an account is an easy and secure way to make sure your payment is received by the invoice due date and there is no interruption to your service. However, if you prefer another payment option, you could choose to pay either quarterly or yearly by check. Payment for one quarter is \$36.00 payment for one year is \$144.00.

If you are not paying by check and have elected to pay by automatic withdrawal you are hereby authorizing our payment gateway to effect debit entries to either a credit card account or a checking account. You understand that (1) the payment gateway will debit your account in order to pay the fees and other charges due from time to time to the Company for the use of its multiple listing service and (2) the payment gateway will debit the account to pay the quarterly use fee(s) not more than thirty (30) days before the beginning of the calendar period to which the fee payment relates.

A link to our online payment gateway will be emailed to you upon verification of your eligibility to the Service. Using this link, you will be able to set up automatic withdrawal from a credit card, electronic check, or make a one-time payment for your prorated quarterly invoice. Your service will be activated once your prorated billing has been processed and paid in full.

Please have all the subscribers that you will be performing duties for sign this application. By signing this application, the undersigned are authorizing MLS PIN to assign you a personal assistant code linked directly to their MLS PIN ID numbers allowing you access to their accounts, including listing maintenance.

To be listed as a personal assistant with MLS PIN:

- Personal Assistants cannot be listed on any listings under showing instructions.
- Also, they should not be appearing on the company's corporate website as Sales Associates.
- Additionally, they should not be using their licenses to show property for themselves or anyone else in the office.
- They also should not attend open houses alone.
- Personal Assistants should be performing only clerical duties within the office; otherwise, they will be required to join the Service as an agent.

First Subscriber's Name: _____ **MLS PIN ID #:** _____

First Subscriber's Signature: _____

Second Subscriber's Name: _____ **MLS PIN ID #:** _____

Second Subscriber's Signature: _____

Third Subscriber's Name: _____ **MLS PIN ID #:** _____

Third Subscriber's Signature: _____

Fourth Subscriber's Name: _____ **MLS PIN ID #:** _____

Fourth Subscriber's Signature: _____

_____/_____
Signature of Personal Assistant **Date**

Name of Participant or Office Manager (Please Print)

_____/_____
Signature of Participant or Office Manager **Date**