



MLS PIN

**PERSONAL ASSISTANT
INFORMATION FORM**

Revised 3/6/2020

Use this form for personal assistants reporting directly to individual agents (Subscribers). Fax this form to 508-845-2434. If you have any questions, please contact MLS PIN Membership at 800-695-3000, option 3

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:

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.

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 Principal

Date