

# CHANGE FORM – Personal Assistant

## SOMLS

**A Personal Assistant is** an *unlicensed\** individual who is employed by an active Participant or Subscriber for the benefit of only one licensee (or a team of licensees within a firm)\*\* and the Personal Assistant will need to access the SOMLS database to do work on behalf of the employing licensee.

*\*A licensee acting as a personal assistant to another licensee is classified in the MLS system as REALTOR® member rather than a Personal Assistant.*

*\*\* A Personal Assistant is not the same as a Clerical User. A Clerical User is employed by a Participant to work as office personnel for the firm.*

**Personal Assistant Name** \_\_\_\_\_

**Employing Licensee Name** \_\_\_\_\_

**Office** \_\_\_\_\_

**Personal Assistant Email Address** \_\_\_\_\_

### **ADD**

**Has this individual previously had access to SOMLS?**

No       Yes Which office? \_\_\_\_\_

Login I.D. \_\_\_\_\_ Password \_\_\_\_\_

### **INACTIVATE**

This individual is no longer my personal assistant.

This individual now has a license and can no longer be classified as a Personal Assistant.

Other (please explain): \_\_\_\_\_

### **Personal Assistant:**

By my signature below, I affirm that I do not have a real estate or appraisal license, but am employed by a licensee who is a Participant or Subscriber of SOMLS. Further, I agree to abide by the SOMLS Bylaws and Rules & Regulations, as amended from time to time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Employing Licensee:**

By my signature below, I affirm that the above named individual is employed by me as a Personal Assistant and acknowledge that I am ultimately responsible for the Personal Assistant's activities and use of the SOMLS system. Further, I agree to ensure that the Personal Assistant abides by the SOMLS Bylaws and Rules & Regulations, as amended from time to time, and pay all fees associated with the Personal Assistant having access to the SOMLS database.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **SOMLS/RVAR Office Use Only:**

RAP    MLS    Fees    OREAVerify

MLS # \_\_\_\_\_

Password \_\_\_\_\_