



## SUBSCRIPTION APPLICATION UNLICENSED ASSISTANT/USER

Primary Association/Board \_\_\_\_\_

### EMPLOYER INFORMATION:

Office Name: \_\_\_\_\_

Office MLS#: \_\_\_\_\_ Office NRDS#: \_\_\_\_\_

### ASSISTANT/USER INFORMATION (check one)

- ☐ Personal Assistant (access to only one agent's listings)  
☐ Office Assistant (access to all listings owned by this office)  
☐ Company Assistant (access to all listings owned by this office and any branch offices)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred name. \_\_\_\_\_

(Please note this will appear before your last name)

Agent or office assistant is assigned to: \_\_\_\_\_

Agent MLS ID #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please select your preferred phone from the following ☐ Home ☐ Mobile ☐ Office

Home Address: \_\_\_\_\_

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

Assistant E-Mail: \_\_\_\_\_

### **New Customers**

\*Password: **New Customers** must use the **Activate Account** option and follow instructions for setting up their password. If you are an established customer with MLS, you will use your existing user ID and password.

I agree to abide by the Multiple Listing Service Rules and Regulations of the Stellar Multiple Listing Service and to attend the mandatory Stellar MLS training. Required training; MLS Compliance 101 & MLS Basic. If you need access to enter listings, you will also be required to take Add/Edit Listings Class. I understand that if I do not attend mandatory training within sixty days my Annual Subscription Costs will be forfeited, and I will be suspended from the Service.

**\*\*NOTE: STELLAR MLS ANNUAL SUBSCRIPTION COSTS OR PRO-RATED STELLAR MLS ANNUAL SUBSCRIPTION COSTS ARE NOT REFUNDABLE. Broker Initial \_\_\_\_\_**

### SIGNATURES

**BROKER SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**ASSISTANT SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

\* \* Please return to your local association/board with a copy of assistant's driver's license.





**STELLAR MULTIPLE LISTING SERVICE**  
SUBSCRIPTION / ACTIVATION AGREEMENT  
UNLICENSED ASSISTANT

Primary Association/Board \_\_\_\_\_

This agreement is made on \_\_\_\_\_ between the Subscriber and Stellar Multiple Listing Service.

- ☐ **Stellar MLS Annual/Prorated Subscription Cost \$\_\_\_\_\_**
- ☐ **New Assistant Set up \$80** (this fee will also apply for customers reactivating after 1 (one) full billing cycle)
- ☐ **New Office Set up \$80** (this fee will also apply for customers reactivating after 1 (one) full billing cycle)
- ☐ **Customer Reactivation Fee \$175** (this fee will apply to customers who have been inactive for less than 1 (one) full billing cycle)

The access issued to each Participant or Subscriber is unique and strictly confidential to that person. Authorized Participant/Subscriber agrees that should a disclosure of account information result in access by an unauthorized third party, Authorized Participant/Subscriber may be subject to penalties as follows:

- 1) **A fine of up to \$15,000 (as determined by the Board of Directors) for each occurrence will be assessed against any Participant/Subscriber found to have allowed or provided access to the Stellar MLS system by an unauthorized person.**
- 2) **Permanent revocation of on-line access rights for the second instance.**

In compliance with Stellar MLS Rules and Regulations, this Agreement provides for the **Participant/Subscriber** as a primary or secondary member, to gain immediate access to the MLS and Public Record database for use in listing, searching and retrieving the data contained therein. **This right is contingent upon the PARTICIPANT, SUBSCRIBER completing the required training course within the 60-day period allowed. Failure to do so will result in suspension of the right to access the MLS database.** The **Participant/Subscriber** agrees to comply with Stellar MLS Rules and Regulations. Any other use, reuse, or resale of this data is prohibited. The term of this Agreement shall commence upon initiation of service to the **Participant/Subscriber**. The Agreement is not assignable. The **Participant/Subscriber** hereby indemnifies the Service and any Reciprocal Service and agrees to hold harmless from and against all claims, losses, damages, costs and expenses of any kind, including attorney's fees, and from liability to any person arising from a **Participant/Subscriber**.

**Definition of MLS Participant.** Any REALTOR® of any other Association/Board or any non-Realtor® who is a principal, partner, corporate officer, or branch office manager acting on behalf of a principal, without further qualification, except as otherwise stipulated in these rules, shall be eligible to participate in Stellar MLS upon agreeing in writing to conform to the Rules and Regulations thereof and to pay the costs incidental thereto. However, under no circumstances is any individual or firm, regardless of membership status, entitled to Multiple Listing Service "membership" or "participation" unless they hold a current, valid real estate broker's license and offer or accept cooperation and compensation to and from other Participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.

**\*\* Use of information developed by or published by Stellar MLS is strictly limited to the activities authorized under a Participant's licensure(s) or certification and unauthorized use is prohibited. Further, none of the foregoing is intended to convey "participation" or "membership" or any right of access to information developed by or published by a Board Multiple Listing Service where access to such information is prohibited by law.**

**COMPANY / SUBSCRIBER INFORMATION**

Office/Company Name: \_\_\_\_\_ Office NRDS#: \_\_\_\_\_

**Attention Subscriber:** MLS renewals occur in May each year. Emails are sent by Stellar MLS each April, and invoices can be accessed and paid through your Stellar Central account. Accounts not paid by stated deadlines result in late fees, account suspensions, and reactivation fees. The Principal Broker is ultimately responsible for the payment of all annual subscription costs, late fees & reactivation fees for participating licenses in his/her company.

**\*\*NOTE: STELLAR MLS ANNUAL SUBSCRIPTION COSTS OR PRO-RATED STELLAR MLS ANNUAL SUBSCRIPTION COSTS ARE NOT REFUNDABLE. Initial \_\_\_\_\_**

**BROKER SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**ASSISTANT SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\*\*SIGNATURE REQUIRED STATING YOU AGREE TO THE ABOVE TERMS\*\*\***





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## Credit Card Authorization Form

Please Choose One: ☐ Master Card ☐ Visa ☐ AMEX ☐ Discover

Total amount to be billed to Credit Card: **\$125.00**

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_

Name on Credit Card: (exactly as printed on card)

\_\_\_\_\_

Billing Address for Credit Card:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Credit Card Authorization # (For Board Use Only):

\_\_\_\_\_

Date: \_\_\_\_\_



## Tasks an Unlicensed Real Estate Assistant Can Legally Perform

The [Florida Real Estate Commission](#) lists the following activities may be performed by a Realtor's unlicensed employee or assistant:

1. Answer the phone and forward calls.
2. Submit listings and changes to any multiple listing service.
3. Follow up on loan commitments after a contract has been negotiated and generally secure status reports on the loan progress.
4. Assemble documents for closing.
5. Secure documents (public information) from courthouse, utility district, etc.
6. Have keys made for company listings.
7. Write ads for approval of licensee and supervision broker, and place advertising (newspaper ads, etc.); prepare flyers and promotional information for approval by licensee and supervising broker.
8. Receive, record and deposit earnest money, security deposits, and advance rents.
9. Type contract forms for approval by licensee and supervising broker.
10. Monitor licenses and personnel files.
11. Compute commission checks.
12. Place signs on property.
13. Order items of repair as directed by the licensee.
14. Prepare flyers and promotional information for approval by licensee and supervising broker.
15. Act as a courier service to deliver documents.
16. Place routine telephone calls on late rent payments.
17. Schedule appointments for licensee to show listed property.
18. Be at an open house for: a) security purposes b) hand out materials (brochures).
19. Answer questions concerning a listing from which the answer must be obtained from licensed employer-approved printed information and is objective in nature (not subjective comments).
20. Gather information for a CMA.
21. Gather information for an appraisal.
22. Hand out objective, written information on a listing or rental. The broker shall foster the education.



# Required MLS Education

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## Which Classes Should I Take?

### For All New Stellar MLS Customers

As a new Stellar MLS customer, you are required to complete **Starting Out Stellar**, **MLS Basic** and **MLS Compliance** classes.

### For Brokers and Those Inputting Listings

If you are a broker, or your broker has approved you to input listings into the MLS, you are also required to complete the **MLS Adding & Editing Listings** class.



Complete all required MLS education **within 60 days** of joining the MLS in order to keep your access to Matrix and all other products.

## Class Descriptions

### Starting Out Stellar

This class covers how to log in to your account, access Stellar Central™ and explore your products and services.

### MLS Basic

This class teaches the basics of how to use the Matrix MLS System in your day-to-day business.

### MLS Compliance

This class reviews the MLS Rules and Regulations to ensure that all users have access to the best data possible.

### Adding & Editing Listings

This class covers how to properly add and edit listings, photos and attachments in the MLS.

## How Do I Sign-Up?



To sign up for in-person, Zoom live stream, or self-paced virtual classes, visit:  
**[StellarMLS.com/Learn](https://StellarMLS.com/Learn)**



You will receive a confirmation email when your required class has been completed and your Stellar MLS records will be updated. You may also view your class history in your Stellar Portal.