



A service of Northeast Florida Multiple Listing Service, Inc.  
7801 Deercreek Club Rd, Ste 1, Jacksonville, FL 32256

Box is for NEFMLS Staff use.

Login Name: \_\_\_\_\_

Assigned Account # \_\_\_\_\_

Assigned MMSI License# \_\_\_\_\_

verified DBPR  verified Picture ID  add/remove members only

### Office Administrative Assistant / Personal Assistant Form

**NOTE:** With this form you are approving for the “assigned person” to have access to enter your RealtyWEB.Net record. This access will give the ability to “Add” and “Edit” listings, personal profile, contacts and other pertinent areas that may be changed by a member and **acknowledging a \$35.00 per quarter fee. Brokers and Associates must notify NEFMLS Staff immediately once assigned person has been terminated**, to avoid fines, penalties, or suspension for violation of the NEFMLS “Realtor Participant” Responsibilities per the NEFMLS “Policy.”

Forms and Notices may be sent by email: [membership@realtyweb.net](mailto:membership@realtyweb.net) or Fax: (904)296-6181

Check the appropriate box for the assigned person:

New Office Administrative Assistant       New Personal Administrative Assistant

**NOTE:** For assignee whose sales license is “Active” with a Broker who has a referral corporation, must have a “Referral Letter” on file with the Northeast Association of Realtors. All other active licensees will be declined.

#### **\*Request requires assigned person’s ID.\***

Name of assigned person: \_\_\_\_\_

Phone# \_\_\_\_\_ Email \_\_\_\_\_

Check the appropriate box for the assigned person:

**Note:** Boxes checked must be approved by the “Realtor Participant” (Broker or Certified Appraiser)

Access to input and change listings for **Only** the Member(s) listed below: (may also be used to add or remove members from list)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Access to input and change listings for **ALL** members within company (including branches).  
List approved office account # \_\_\_\_\_

the assigned person may work for another Corporation or sole proprietor.

Office Name \_\_\_\_\_ Office Account# \_\_\_\_\_

Realtor Participant Signature \_\_\_\_\_ Member # \_\_\_\_\_  
(Note: Office manager’s signature is accepted if designated in NEFMLS data system and a member)

If this is for a Personal Assistant the requesting member must sign with the “Realtor Participant.”

Realtor Subscriber (Associate) Signature \_\_\_\_\_  
Member # \_\_\_\_\_