

Lexington-Bluegrass Association of Realtors Application for Administrative Membership

Name: _____ Date: _____

Office Affiliation: _____

<u>Assigned by LBAR</u> Office Number _____ Login Number _____

Secretary or Personal Assistant (Specific Realtor(s): _____)

Social Security #: _____ Email address: _____

Realtor or Broker of Administrative Member

Date

POLICY & PROCEDURES MANUAL

MEMBERSHIP: Admission Procedure for Administrative Membership

1 Definitions

An "Administrative Member" is one of the following:

- a) An unlicensed Realtor's Personal Assistant (PA), employed by a Realtor who is currently a member of LBAR in good standing.
- b) An office administrator (SEC) employed by a real estate office which is currently a member of LBAR in good standing.

"Access to the MLS system" means the issuance of a User Name and Password to gain entry into the MLS on-line system for the sole purpose of conducting real estate business directly related to the business of a specific Realtor or real estate office.

2 Access

Access to the MLS may be granted to an Administrative Member upon proper completion and submission to LBAR of an "Administrative Member" Application Form, signed and dated by the Realtor/Broker.

Access to the MLS is granted by LBAR on behalf of the Realtor/Broker participant, and can be terminated by either notification from the Realtor/Broker or LBAR if it becomes known the Administrative Member has violated the MLS Rules and Regulations or is no longer employed by the Realtor/Broker.

3 Fees

Administrative Membership is granted access at no cost.

The Realtor/Broker shall notify LBAR within 48 hours of the termination of an Administrative Member's employment either with the brokerage or the employing Realtor licensed with the MLS participant. If LBAR is not notified, Realtor/Broker will incur a \$100 fine. LBAR will terminate the Administrative Member's access to the MLS system as soon as notified.

4 Liability

The Realtor/Broker who employs the Administrative Member is solely responsible for the actions of the Administrative Member with respect to the MLS and said Realtor/Broker agrees to hold LBAR harmless from any liability arising from such actions.

5 Rules and Regulations

In all respects, Administrative Members shall be subject to the MLS Rules and Regulations of LBAR.