



# FIRM ADMINISTRATIVE ASSISTANT LOGIN APPLICATION FORM

- Complete all necessary details including your method of payment as applicable. Payment is due at time of application and, as with any MLS payments, **MUST** come from the Company.
- Initial fee is pro-rated based on application date. A \$30 quarterly fee is assessed to the Principal Broker for all users with administrative credentials.
- If Admin's MLS credentials are no longer needed, LAR must be notified prior to the first day of the first month of the quarter to remove upcoming fee. If notification occurs after the first day of the first month of the quarter, the fee will be due as invoiced with **no exceptions**.
- Please note that the MLS Fine Policy prohibits the sharing of MLS User IDs and Passwords among members/non-members. The fines for this violation can be in excess of \$5,000 and include termination from MLS.

## Details

Date:

Firm Name:

Admin Name (First, Last):

Admin Email Address:

Admin Password:   
(4-10 characters, password is case sensitive)

## BROKER SIGNATURE:

## Payment Information

**Fees: First Month of Qtr: \$30      Second Month of Qtr: \$20      Third Month of Qtr: \$10**

One check for the total **payable to LAR** or charge VISA, MC, Discover in the amount of \$\_\_\_\_\_.  
Pmt. will be sent via email (please email a copy of this form to mark@lynchburgvarealtors.com).

Card Holder's Name

Card Number  Exp. Date

Signature

## LAR USE ONLY

Date Added:  LOGIN ID#:

FULL ACCESS  LIMITED ACCESS