



**ANN ARBOR AREA
BOARD OF REALTORS®**

Request for Assistant/Office Admin MLS Login

1919 W. Stadium Blvd., Ann Arbor, MI 48103
Phone: (734) 761 - 7340 | Fax: (734) 747 - 7377
Email: realtors@AAABoR.com | Website: www.AAABoR.com

To request a login for an Assistant/Office Administrator, please complete the section below and submit it to the Ann Arbor Area Board of REALTORS®.

*MLS user is defined as anyone who pays monthly ML fees.

1. Will the duties of this position require use of the MLS? Yes____ No____
2. Will the individual answer questions relating to financing, title insurance, or closings for current or potential clients? Yes____ No____
3. Will the individual attend open houses or show properties to potential buyers or tenants? Yes____ No____
4. Will the individual solicit listings or other business via phone, text, email, or social media? Yes____ No____

For Assistant Access – Name of Agent Requesting Access: _____

For Office Admin Access – Name of Office Requesting Access: _____

Broker #: _____

New Assistant/Office Admin Information:

Email Address: _____

Name: _____

Phone Number: _____

Please select one:

- This is my first request for an assistant/office admin; I have never had an assistant/office admin working with me before.
- This is a request for an additional assistant/office admin; there is already an assistant /office admin working with me. Reason for additional login request: _____
- This assistant/office admin will be taking the place of my current, or previous, assistant/office admin. Name of assistant/office admin being replaced: _____

Agent Signature: _____ Date _____

Broker Signature: **(required)** _____ Date _____

Subject to final approval of AAABoR's Board of Directors