



Email form to [membership@intermountainmls.com](mailto:membership@intermountainmls.com)

# Application for IMLS Administrative Subscription

I am applying for an Administration Subscription because I am a Personal Assistant or Office Administrator who is:

Unlicensed  OR Licensed

I would like to transfer name of Office Admin/Personal Assistant who's current/active MLS ID is # \_\_\_\_\_

I will use my IMLS access for: (CHOOSE ONE) Specify name in box.

AGENT → TEAM → OFFICE → OFFICE W/BROKER LEVEL ACCESS + BRANCHES

• Agent Name:

• Team Name:

• Brokerage Name:

• Brokerage Name:

LISTING INPUT REQUESTED

\*LISTING INPUT CLASS REQUIRED\* – DATE TAKEN: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Brokerage \_\_\_\_\_ Branch (if applicable) \_\_\_\_\_

Brokerage Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Phone \_\_\_\_\_

\$25 one time security fee & \$45 quarterly fee will be assessed to the agent or broker that assistant/admin is employed by. I hereby submit an application for an Administrative Subscription in the Intermountain Multiple Listing Service (IMLS). In the event I am approved for access, I agree to abide by the Polices, Rules and Regulations as approved by the IMLS Board of Directors and the National Association of REALTORS®. I understand that my access to IMLS is contingent upon my abiding by these Polices, Rules, and Regulations, and my continued employment with an IMLS Participant or a REALTOR® who is licensed with an IMLS Participant. **Any access other than for the purpose of a Personal Assistant, Office Administrator, or Secretary is strictly prohibited and will result in an automatic \$5000 fine and three month suspension to the IMLS Participant.**

**\*Login information will be emailed to applicant\***

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of IMLS Participant (Designated Broker)*

\_\_\_\_\_  
*Broker Name (please print)*

### For Office Use Only

Date	Payment Profile	Add Manager	Assume Identity/Team	Join Date