

# Western Upstate Multiple Listing Service, Inc.

## Administrative Assistant Application

**\*\*Please fill out and return to [courtney@westernupstatemls.com](mailto:courtney@westernupstatemls.com)\*\***

This application is subject to the quarterly MLS fee. Call 864-224-7941 to speak to Courtney to process payment.

Name \_\_\_\_\_  
First Middle Last

Preferred Name \_\_\_\_\_

Company Name \_\_\_\_\_

Office Address \_\_\_\_\_ City \_\_\_\_\_ State/ZIP \_\_\_\_\_

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Preferred User Login: \_\_\_\_\_

Preferred User Password: \_\_\_\_\_

### **Access Level** (select one)

**Firm Level** - ability to input and maintain listings for the office and all branch offices (Broker-in-charge signature required below).

**Office Broker Level** - - ability to input and maintain listings for the entire office (Broker-in-charge signature required below).

**Agent Level** – ability to input and maintain listings for the agent(s) below (Agent and Broker-in-Charge signature required below).

By signing below, I agree to the terms and conditions stated in this document. I understand that the above mentioned is given access as an administrator and/or personal assistant assigned to the Broker in Charge or agent designated below. I understand and agree to pay any applicable fees associated with utilizing the services of the Western Upstate MLS. I also agree to inform the MLS immediately if the admin stated above leaves employment so that access to the System can be discontinued.

\_\_\_\_\_  
Administrative Assistant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent Name

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Broker-in Charge Name (printed)

\_\_\_\_\_  
Broker-in-Charge Signature

Western Upstate Multiple Listing Service, Inc.  
600 McGee Road, Anderson, SC 29625

Phone: (864) 224-7941