



Western Wisconsin REALTORS® Association

**Application for Unlicensed Assistant  
Access to NorthstarMLS**

Email to: [Jean@WWRA.org](mailto:Jean@WWRA.org) or Fax to: 715-386-8276  
Phone: 715-381-4663 Website: [www.WWRA.org](http://www.WWRA.org)

I hereby certify that the individual listed below is an **unlicensed** support staff engaged by me and is authorized to obtain an individual MLS access code to work on my behalf. There is an annual administrative fee of \$25 payable to the Association before MLS access is provided.

Agent ID: \_\_\_\_\_ Agent Name: \_\_\_\_\_

Office ID: \_\_\_\_\_ Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Unlicensed Assistant's Name (print): \_\_\_\_\_

Unlicensed Assistant's Email: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Unlicensed assistant access is available only to an assistant who is **not licensed** as a real estate broker, salesperson, or appraiser, but has access to the MLS data working on behalf of an RMLS participant or subscriber.

**AGENT/BROKER CERTIFICATION**

I am approving MLS access for the person named above. I will notify my Association immediately when the person named above becomes a licensed agent or appraiser or is no longer engaged by me. If the individual becomes licensed, membership with the Association is required. I further acknowledge that I will be liable for any unauthorized usage of the MLS system as outlined in the RMLS Rules and Regulations.

\_\_\_\_\_  
*Signature of Agent*

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

\_\_\_\_\_  
*Signature of Responsible Broker (REQUIRED)*

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