

# Secretary or Personal Assistant - Add/Delete Request Form

ADD REQUEST

DELETE REQUEST

*This serves as authorization to activate or inactivate the following individual(s) as an MLS Clerical Admin.  
To add an Admin, complete sections 1 and 3. To delete an Admin, complete sections 2 and 3.*

## SECTION 1 – REQUEST TO ADD SECRETARY OR ASSISTANT

### Secretary or Personal Assistant Information

|   |  |             |
|---|--|-------------|
| Name:   | Maiden Name (if any):  | Start Date: |
| Firm Name:  | Have you ever been a member with UPSTAR?<br>YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, approx. date(s) _____ |             |
| Firm Address:<br>Address _____<br>City _____ ST _____ ZIP _____ | Home Address:<br>Address _____<br>City _____ ST _____ ZIP _____  |             |
| Preferred Phone:  | Email Address:   |             |

All Clerical Admin accounts will require an MLS Login and Password. Fee schedules are based on the following tiers: 1) Unlicensed Office Staff and 2) Unlicensed Personal Assistant. **PLEASE NOTE:** Licensed Admin accounts will be subject to standard MLS fees. Office Staff is defined as an individual who is employed by the Managing Broker to provide services on behalf of the office. Offices may have one (1) staff account for every two (2) paying MLS user accounts up to a maximum of eight (8). If the firm exceeds eight (8), the additional admins will be charged at the higher Personal Assistant Fee. Office Staff and Personal Assistants will be required to follow all the data protection rules and are subject to fines for violating the password sharing rules.

### Type of Admin

Check One – (Secretary or Personal Assistant below):

**Secretary** (*Unlicensed* Office Staff Employed by Managing Broker) (Check appropriate options below)

Supports One Office (Level 5)     Supports Multiple Offices (Level 6)

**Personal Assistant** (Level 3) (Supports 1 or more agents, but not entire office and is NOT employed by Managing Broker) (Check one option below)

Licensed (Lic # \_\_\_\_\_)     Unlicensed

This assistant supports the following agents:

## SECTION 2 – REQUEST TO DELETE SECRETARY OR ASSISTANT

|                                       |                      |
|---------------------------------------|----------------------|
| Name of Secretary/Personal Assistant: | Date of Termination: |
| Firm Name:                            |                      |

## SECTION 3 – PARTICIPANT / MANAGING BROKER SIGNATURE

By signing, I certify that I am the Principal Broker/UPSTAR MLS Participant of my firm and thus I am authorized to request that UPSTAR/UPSTAR MLS create MLS codes (login and password) for any new secretary/assistant named above. As the Principal Broker/UPSTAR MLS Participant, I further recognize that I am responsible for all use of these MLS codes, including any sanctions due to violation of the UPSTAR MLS Rules and Regulations and Regulations or UPSTAR MLS Bylaws resulting from the use or abuse of said codes.

|                           |       |
|---------------------------|-------|
| Managing Broker Signature | Date: |
|---------------------------|-------|

Return the completed form to the UPSTAR Office. | EMAIL: [ashley@upstarindiana.com](mailto:ashley@upstarindiana.com) | FAX: 260.422.9966 | MAIL: 3403 E Dupont Road, Fort Wayne, IN 46825.  
If you have any questions, please call the office at 260.426.4700

**For Office Use Only:**     Entered     Codes Sent     Invoiced     Paid