

Secretary or Personal Assistant

Add/Delete Request Form



Add Request

Secretary or Personal Assistant Information

Name: Maiden name If Any:	Start Date:
Home: Street Address: City, State, Zip:	Company: Street Address: City, State, Zip:
Last 4 Digits SS #:	Home Phone:
Email:	Current Real Estate/Appraiser License? Yes _____ No _____

Type of Assistant

- Check One:
- Secretary* (Supporting just native office) *If secretary, skip the "list name of agents supporting" box.
- Secretary* (Supporting native office and all branch offices of your company.)
- Personal Assistant** (Supports 1 or more specific agents but not entire office) **If checked, populate next box.

- If a Personal Assistant list name of Agent(s) supporting

Principal Broker Signature*

Date

Delete Request

Secretary or Personal Assistant Information

Name: _____ Date of Termination: _____

Principal 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 or inactivate** MLS codes (login and password) for any new or parting 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 or UPSTAR MLS Bylaws resulting from the use or abuse of said codes.

Return the completed form to the UPSTAR office. **FAX:** 260.422.9966 | **EMAIL:** ashley@UpstarIndiana.com | **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