

# PAAR

PEORIA AREA ASSOCIATION OF REALTORS®

## SECRETARY / ASSISTANT APPLICATION

If you have an active Real Estate or Appraiser's License, you will not be eligible to receive an Assistant ID, unless also approved for an MLS Waiver.

PLEASE CHECK ONE:       Secretary Application       Personal Assistant Application

PLEASE PRINT

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Firm ID: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Firm Phone: \_\_\_\_\_ Firm Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you have a real estate license?  Yes  No      If 'Yes', Indicate Type of License: \_\_\_\_\_

License #: \_\_\_\_\_

Listing Input Access For Office:  Yes  No      Listing Input Access For Branch Office(s):  Yes  No

Unlicensed assistants MAY NOT perform licensed activities (including, but not limited to):

- Make cold call by telephone or in person to potential clients or purchasers.
- Show properties for sale and/or lease to prospective purchasers.
- Host public open houses, host associate open houses, home show booths or fairs.
- Prepare promotional material or advertising on properties for sale or lease without the approval of the broker.
- Be paid on the basis of real estate activity; such as a percentage of commission, or any amount based on listings, sales, etc.
- Act as a "go-between" with a seller and buyer such as when an offer is being negotiated.
- Negotiate or agree to any commission split or referral fee on behalf of a licensee.

If you are an assistant working for an agent, please give the agent's name: \_\_\_\_\_

As the Broker of this Firm, I certify that this Secretary/Assistant is employed by this firm and is only accessing the system for unlicensed activity. I will notify the MLS when this employee is no longer employed by this firm.

Broker/Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You **MUST** submit a copy of your Illinois Driver's License with this application before it can be processed.

OFFICE USE ONLY	
Membership Dept. _____	IDFPR License _____
Accounting Dept. _____	NRDS _____
MLS Dept. _____	

REAL ESTATE PROFESSIONAL PLAZA OF CENTRAL ILLINOIS

7307 N. Willowlake Court • Peoria, Illinois 61614-8227

Phone: 309.688.8591 • Fax: 309.688.3120

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Visit us on the web at [www.paarealtors.com](http://www.paarealtors.com)

