



PEORIA AREA ASSOCIATION OF REALTORS®

Real Estate Professional Plaza of Central IL
7307 N. Willowlake Court
Peoria, Illinois 61614
Phone 309.688.8591
Fax 309.688.3120

SECRETARY / ASSISTANT APPLICATION

Effective 10/1/15, a \$50.00 security fee is due for new support staff and personal assistants. This application will not be processed until payment has been received.

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.	_____		