



Broker Authorization for Office Staff/Personal Assistant  
**Snake River Regional Multiple Listing Service**

A Participant's brokerload access represents a significant responsibility involving the maintenance, accuracy and integrity of the data compiled in the Snake River Regional MLS database. The Participating Broker shall bear all liability for brokerload input and therefore shall have authorizational control over all agents and staff using brokerload. The Participating Broker may also limit their agents' and staffs' access, but the Participating Broker shall be responsible to make sure all agents and staff understand and adhere to those limitations.

The undersigned Participating Broker authorizes inter-office brokerload access to:

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

**Email:** \_\_\_\_\_

**Requested Password:** \_\_\_\_\_

**Please Select Level of Access:**

**Office Staff:** Anyone designated as office manager, office staff, etc. performing maintenance or maintaining listings within the office. Staff access is **only** granted to a staff person who works with the Broker and who works with **all listings** of agents licensed with the Broker.

**Personal Assistant:** Anyone assigned to an Agent(s) as a personal assistant. They are only able to perform maintenance to the listings of the Agent(s) they are directly assigned to.

- Please assign the above named individual to the following Agent(s):

○ \_\_\_\_\_

○ \_\_\_\_\_

**Team:** Team access is a way for multiple agents/assistants to cooperatively manage listings accessible to everyone on the team. Please use the second page to list all the individuals who need access to the team account.

**Participant Firm Name:** \_\_\_\_\_

**Broker/Appraiser Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**Team Members:**

Please note that the contact information of all individuals on the Team who have Agent level access will be displayed on every listing made under the Team name. If you would like these Agents to have access to Team listings without their individual contact information displayed they will need to use/create a Personal Assistant account which will be added to the team.

\*Please complete page 1 of this form if the Team Member does not already have a Personal Assistant account.

Name: \_\_\_\_\_ Agent or Personal Assistant (circle one)

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Name: \_\_\_\_\_ Agent or Personal Assistant (circle one)