



Space Coast Association of Realtors® & Space Coast Multiple Listing Service

2950 Pineda Plaza Way Palm Shores, FL 32940

Phone: 321-242-2211 Fax: 321-255-7669

www.SpaceCoastMLS.com



REQUEST FOR UNLICENSED ASSISTANT ACCESS

ASSISTANT NAME: _____

EMAIL ADDRESS: _____

OFFICE NAME: _____

OFFICE ADDRESS: _____

OFFICE PHONE: _____

Please have the Designated **BROKER** choose the type of Unlicensed Assistant Access to provide:

Full Company Access – Access to all listings owned by this office and any branch office. May change any agent's listings, access all MLS products, and access/change Forms for the entire company.

Single Office Access – Access to all listings owned by this office. May change any agent's listings, access all MLS products, and access/change Forms for the listed Brokerage office.

Agent Assistant Access – Access to only one Agent's listings. May change the assigned agent's listings, access all MLS products, and access/change Forms for the assigned agent.

Agent Name: _____

Agent Signature: _____

Assistant Signature

Designated Realtor® Signature

Date: _____

Date: _____

The Designated Realtor® agrees to notify the Association within 48 Hours should the above-named Unlicensed Assistant's association with the above Brokerage be terminated for any reason.

Unlicensed Assistants are assessed an Unlicensed Assistant Access fee of \$25.00 a quarter. Unlicensed Assistant accounts that have been terminated will be assessed a \$50.00 reinstatement fee and will need to complete a new application to make the account active and regain MLS access. **FEES ARE NON-REFUNDABLE AND NOT TRANSFERABLE.**

ATTACH A COPY OF THE UNLICENSED ASSISTANT'S DRIVER'S LICENSE. An Unlicensed Assistant cannot have an **ACTIVE** real estate license. Unlicensed Assistants are welcome to attend *any or all* MLS Training classes to help them better serve our members.



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CREDIT CARD AUTHORIZATION

Name: _____

Address: _____
(Billing Address of Credit Card)

Card Type: VISA AMEX Expiration Date: _____
 MASTERCARD DISCOVER Security Code: _____

Card Number: _____

Amount Authorized to Charge: _____

By signing this authorization form, I give the Space Coast Association of REALTORS® permission to pay the charges listed above.

Printed Name

Signature (In lieu of Digital Signature, a **TYPED** Signature will be accepted)

Date

It is the member's responsibility to keep payments current. You may put your credit card information on file by going to www.spacecoastmls.com and click the **RED Member Login** button to log in to your member portal. Next to "My Profile" click "Edit", then select the "Card on File" tab and enter your card information.

If you have placed your card on file for auto payment, you are authorizing the Space Coast Association of REALTORS® to process payments for any open invoices. Payments are processed on or around the **10th day of the month** for dues and fees that are due on the 14th of the month. If the fees do not successfully process, and payment is not made on times, late fees **will** be assessed. (You will receive an email if the fee does not successfully process).

DUES AND FEES are NON-REFUNDABLE and are NOT TRANSFERABLE. If your card is on file for "auto-pay", it is your responsibility to contact the association to cancel your membership/access PRIOR to the auto-payment processing dates.



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2024 Yearly Billing Cycle – Unlicensed Assistants

The following is a breakdown of the fees that will be billed to you each year. Please note invoices are sent electronically to the email on file, on the 15th of the month and due on the 14th of the following month. Late fees are assessed on the 15th. Accounts with an unpaid invoice on the 1st of the month will be suspended, if payment is not made by the 14th of that month the account will be terminated.

Unlicensed Assistant accounts that have been terminated will be assessed a \$50 reinstatement fee and will need to complete a new application to make the account active and regain MLS access.

FEES ARE NON-REFUNDABLE AND NOT TRANSFERABLE. *Dues are subject to change annually

Fees	Billed On	Due Date	Amount	Coverage Period
1 st Quarter Assistant Access	November 15	December 14	\$ 25.00	January – March
2 nd Quarter Assistant Access	February 15	March 14	\$ 25.00	April – June
3 rd Quarter Assistant Access	May 15	June 14	\$ 25.00	July – September
4 th Quarter Assistant Access	August 15	September 14	\$ 25.00	October - December
Total Annual Fees for Unlicensed Assistant Access			\$ 100.00	

Reactivation Fee* \$ 50.00

* Reactivation fee applies anytime an account is terminated.

If you placed your card on file you are authorizing Space Coast Association of REALTORS® to process payments for open invoices. We process autopayments on or around the 10th of the month for Dues and Fees that are due on the 14th. **DUES AND FEES ARE NON-REFUNDABLE AND NOT TRANSFERABLE.** If your card is on file for autopay, it is your responsibility to contact the Association and cancel your membership/access before the autopayment is processed.