



**MLS SECRETARY/ADMINISTRATIVE ASSISTANT**  
**MLS ACCESS APPLICATION**

Administrative Assistant Name: \_\_\_\_\_

Create Your Desired Password: \_\_\_\_\_ (6 or more characters - case sensitive.)

Broker's Name you assist \_\_\_\_\_ Broker's User Code \_\_\_\_\_

OR

Agent's Name you assist \_\_\_\_\_ Agent's User Code \_\_\_\_\_

Office Name \_\_\_\_\_ Office Code \_\_\_\_\_

Office Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_ User Cell \_\_\_\_\_

User's Business Email : \_\_\_\_\_

Home Mailing Address \_\_\_\_\_

Do you have an Active Real Estate License: \_\_\_\_\_ What State? \_\_\_\_\_

As Administrative Assistant, I agree to adhere to the Rules and Regulations of the Gulf Coast Multiple Listing Service, Inc. and understand that my access to the MLS System is limited to the functions I perform as assistant. Password cannot be shared with any other person.

Administrative Assistant \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Assisting a Broker: I agree to enforce the above and agree to be responsible for any violation of same.

Designated Broker \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Assisting a Realtor: I agree to enforce the above and agree to be responsible for any violation of same.

Realtor \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Basic Training Completed: \_\_\_\_\_ MLS Staff: \_\_\_\_\_

Maintenance Training Completed: \_\_\_\_\_ MLS Staff: \_\_\_\_\_

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