

CHSMLS Residential Administration Application

Applicant Name _____

Applicant Email _____

Office Name where you need access _____

MLS Issued Office ID (4 digits) _____

License Number, if applicable _____

Previous or current MLS ID (agent or admin) if applicable _____

Choose your access level (circle agent or office below)

AGENT ADMIN

This gives access to a single agent's MLS. Allows FULL use including listing maintenance, profile updates, ShowingTime, and Contact Management. What agent will you be assisting? _____

OFFICE ADMIN

Permissions to access all listings for an entire office

I hereby make application for a CHSMLS Administrative User to access to the Charleston Regional Multiple Listing Service, Inc. (MLS) database. I agree as the CHSMLS Participant to be solely responsible for the actions of the Administrative User and ensure that they will abide by the CHSMLS Rules and Regulations as approved by the CHSMLS Board of Directors and the NATIONAL ASSOCIATION OF REALTORS® and other policies of the CHSMLS and state law. I understand that an Administrative users access to the CHSMLS is contingent upon continued employment with an CHSMLS Participant or a Subscriber who is licensed with an CTMLS Participant in good standing.

Signature of Administrative User _____
Date

Signature of CHSMLS Participant (BIC) _____
MLS ID _____
Date

Signature of CHSMLS Subscriber (if agent assistant) _____
MLS ID _____
Date

Administrative Fees

\$25 setup fee due at completion of the mandatory "Welcome to the MLS" class

\$30 quarterly fee billed directly to the CTMLS Participant

**If you also need commercial MLS access as an administrative user, please also complete the commercial access form. Additional fees may apply.*