

Check one applicable box for the Administrative type

ADMINISTRATOR

Is an individual that can access all the Members within the Brokerage and is not tied to just specific individuals? The Administrative Staff are employees of a Brokerage.

PERSONAL ASSISTANT

Is an individual or an independent contractor; or a corporate entity with a sole and exclusive contract to provide administrative services to a specific Broker/Salesperson or Brokers/Salespersons (which can include more than one Brokerage. All information accessed is done directly through the individual(s) they are linked to.

VIRTUAL ASSISTANT

Is an individual or an independent contractor or a corporate entity with a sole and exclusive contract to provide administrative services to a specific Broker/Salesperson or Brokers/Salespersons (which can include more than one Brokerage). All information accessed is done directly through the individual(s) they are linked to. With a virtual assistant everything is done online.

Administrator / Assistant Name : _____

Member ID # : _____

Brokerage : _____

Brokerage Address : _____

Broker of Record / Manager Name : _____

Broker of Record / Manager Signature : _____

Date : _____