



Central Texas MLS Subscription Service: Personal Assistant Agreement

This form is for the purpose of registering licensed and unlicensed Personal Assistant users requiring a login and password for the CTXMLS. The CTXMLS rules only allow for one user per login and password. Any Personal Assistants to a licensed CTXMLS Subscriber who intends to maintain listings for a participant must register this form with the FRAR Membership Services Department as soon as possible. An email will be sent directly to the Personal Assistant User with their login credentials which are intended for use by ONLY the person named below.

- Personal Assistants will need to join the Central Texas MLS Subscription Service.
- If the individual is already a **participating subscriber of CTXMLS**, and no additional login is required, there is no setup fee.
- If the individual is a **new subscriber of CTXMLS**, there is a fee of \$50.00 for the account and login setup.
- If the below named Personal Assistant is replacing a previous Personal Assistant, the CTXMLS Subscription Service fees paid by the brokerage may be transferred to the new Personal Assistant no more than one time per semi-annual billing cycle, and the new Personal Assistant and Broker *must* complete and return this form to FRAR Membership Services.

Name of individual requesting CTXMLS Subscription Service access as Personal Assistant:

Email address for above individual: _____ Phone number: _____

Is the individual requesting CTXMLS Subscription Service access licensed? YES NO

- The cost per **unlicensed user** is \$175.88 every six months.
- The cost per **licensed user** is \$259.99 every six months.
- The amount is prorated based on the month of activation.

If so, please provide their license number: _____

Participating Agent/Broker for whom individual will serve as Personal Assistant to: _____

If the individual replacing an existing Personal Assistant User please provide the name of the previous assistant:

To be signed by participating Agent/Broker: My signature is an acceptance of the terms stated above and I agree and acknowledge that it is my responsibility as the CTXMLS participant to insure that CTXMLS Rules & Regulations are observed by this Personal Assistant User:

Name of Agent/Broker (PLEASE PRINT): _____

Signature of Agent/Broker: _____

Company Name & Location: _____

Date: _____

Broker's acknowledgement of Personal Assistant (if different than participant requesting Personal Assistant):

Signature: _____ Date: _____

Please return this form to FRAR Membership Services: melissa@fourriversrealtors.com or faxed to 866-878-9759.

Payments can be called into FRAR Membership Services at 830-625-6954 in order for services to be activated.