



Representing Craig, Delaware, NE Mayes and Ottawa Counties
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**APPLICATION FOR MLS ACCESS
UNLICENSED ASSISTANT / STAFF MEMBER**

SECTION 1: ASSISTANT / STAFF INFORMATION

Full Name: _____
Home Address: _____
Cell Phone: _____
Email Address: _____
Date of Birth: _____

SECTION 2: EMPLOYING BROKER / AGENT INFORMATION

Brokerage Firm: _____
Supervising Broker / Agent Name: _____¹
MLS ID / License #: _____
Office Address: _____
Office Phone: _____
Broker / Agent Email: _____

SECTION 3: ACCESS TYPE REQUESTED

- Unlicensed Administrative Assistant – Data entry / clerical access only
- Marketing Assistant – Listing input, photos, marketing updates
- Transaction Coordinator – Limited to contract compliance and MLS data updates
- Office Staff / Manager
- Other (Specify): _____

SECTION 4: DESCRIPTION OF DUTIES

Please describe specific tasks requiring MLS access: _____

¹ Must be completed for each agent the Assistant will be providing service for.

SECTION 5: AGREEMENT AND SIGNATURES

Unlicensed Assistant Agreement:

I understand and agree that:

I am not a licensed real estate agent and will not perform duties requiring licensure under the Oklahoma Real Estate Commission.

My access is for clerical, administrative, and support purposes only, under direct supervision of my employing broker or agent.

I will maintain confidentiality of all MLS data and never share my login credentials.

I agree to comply with NEOBR MLS Rules & Regulations, and understand violation of these terms may result in immediate termination of access.

Assistant Signature: _____

Date: _____

Supervising Broker / Agent Acknowledgment:

I hereby verify that the above-named individual is employed or contracted by me, and requires MLS access for administrative purposes only. I agree to be responsible for their conduct and compliance with NEOBR and MLS rules.

Broker / Agent Signature: _____

Date: _____

Print Name: _____

SECTION 6: FOR NEOBR OFFICE USE ONLY

Date Received: _____

Fee Paid: _____

Access Level _____

Login Issued : _____

Login: _____

Effective Date: _____

Approved by: _____

UNLICENSED ASSISTANTS



OKLAHOMA
Real Estate Commission

PURCHASE AND SALE TRANSACTIONS

THE FOLLOWING LIST OF ACTIVITIES DOES NOT ENCOMPASS EVERY ACTIVITY THAT AN UNLICENSED ASSISTANT MAY OR MAY NOT PERFORM FOR THE BROKERAGE. THIS LIST IS INTENDED TO PROVIDE GENERAL GUIDANCE ON LICENSABLE ACTIVITIES. FOR FURTHER CLARIFICATION PLEASE REACH OUT TO YOUR BROKER OR THE COMMISSION DIRECTLY.

OPERATIONS / ADMINISTRATION / MARKETING

- | | |
|--|--|
| ✓ MAINTAINING THE BROKER'S / LICENSEE'S OFFICE AND ENGAGE IN GENERAL ADMINISTRATIVE DUTIES | |
| ✓ ACTING AS A COURIER | ✗ COLLECTING A FEE OR BE PAID ON THE BASIS OF COMMISSION, OR ANY AMOUNT BASED ON LISTING / SALES |
| ✓ SCHEDULING SHOWINGS AND OTHER APPOINTMENTS | |
| ✓ DESIGNING AND PLACING ADVERTISING | ✗ ENGAGING IN ANY CONVERSATION OR PERSONAL CONTACT SOLICITING FOR LISTING OR PURCHASERS |
| ✓ PREPARING & DELIVERING MARKETING MATERIALS | |
| ✓ COORDINATING LOGISTICS FOR PUBLIC SEMINARS | |

TRANSACTION SUPPORT

- | | |
|--|---|
| ✓ PREPARING LISTING PACKETS, AS DIRECTED BY LICENSEE | |
| ✓ SUBMITTING LISTING INFORMATION TO MLS OR THIRD PARTY LISTING SERVICE | ✗ PREPARING OR PRESENTING COST / MARKET INFORMATION (INCLUDING COMPARATIVE MARKET ANALYSIS) |
| ✓ PREPARING PURCHASE PACKETS, CONTRACTS AND FORMS, AS DIRECTED WITH THE LICENSEE APPROVING THE CONTENT | ✗ PREPARING AGREEMENTS WITHOUT APPROVAL FROM LICENSEE |
| ✓ REVIEWING DOCUMENTS FOR COMPLETENESS | ✗ PRESENTING OR EXPLAINING AGREEMENTS |
| ✓ ORGANIZING OR ASSEMBLING DOCUMENTS FOR CLOSING | ✗ NEGOTIATING WITH ANY PARTIES AND NEGOTIATING OFFERS TO BUY OR SELL |
| ✓ COMMUNICATING WITH TITLE COMPANIES, INSPECTORS, APPRAISERS | ✗ PROVIDING ADVICE TO PARTIES |
| ✓ COORDINATE CLOSINGS | |

SHOWINGS AND PROPERTY ACCESS

- | | |
|---|--|
| ✓ PLACING / REMOVING LOCKBOXES AND BROCHURE BOXES | ✗ SHOWING PROPERTY |
| ✓ PLACING / REMOVING SIGNS | ✗ INTERVIEWING PURCHASERS OR POTENTIAL PURCHASERS |
| ✓ PLACING / REMOVING KEYS | ✗ ASSISTING PURCHASERS IN SEARCHING FOR AND ACQUIRING PROPERTY |