Realcomp Personal Assistant Access Application for SentriSmart Access - Approved by Agent & Broker

> **MLS Subscribers are eligible to receive up to two (2) personal assistant accounts with SentriSmart app access to their electronic lockboxes. These are chargeable at $5 per month, which is in addition to the $10 per month charge for Realcomp access. THESE ACCOUNTS ARE BILLED QUARTERLY TO THE MLS SUBSCRIBER.**

Agent/Subscriber Info:

Agent/Subscriber Name: _____

MLS ID Number: _____

Email Address: _____

Office Info:

Office Name: _____

Office ID Number: _____

Office Address: _____

Office Phone: _____

Office Fax: _____

Access Privileges:

> **Personal Assistant Access is for <u>unlicensed assistants who perform limited activities</u> for MLS Subscribers.**
> Your assistant will be given their own SentriSmart login credentials which will allow them to access all SentriLock lockbox ownership functions associated with your electronic lockbox inventory. The fee for this service is $5 per month billed quarterly to the MLS subscriber.

Assistant Information:

*Proof of identification may be requested by Realcomp, which may include a copy of your Driver's License or State ID.

First Name: _____

Last Name: _____

Email Address: _____ Current User ID: _____

Action (please check one): _____ Add New Access   _____ Remove Access

Agent/Subscriber Payment & Privileges Agreement:

I TAKE FULL RESPONSIBILITY FOR PROVIDING MY ASSISTANT(S) WITH ALL OWNERSHIP-RELATED FUNCTIONS AND ACCESS TO MY LOCKBOX INVENTORY. I UNDERSTAND THAT I AM RESPONSIBLE FOR PAYING THE FEE OF $5.00 PER MO. FOR SENTRISMART™ ACCESS AND $10 PER MO. FOR REALCOMP ACCESS, BILLED QUARTERLY, FOR ANY PERSONAL ASSISTANT ACCOUNTS ASSIGNED TO ME. I ALSO UNDERSTAND I AM RESPONSIBLE FOR INFORMING REALCOMP WHEN AN ASSISTANT NO LONGER WORKS FOR ME OR WHEN THEIR ACCESS PRIVILEGES NEED TO BE REMOVED.

Authorizations:

Agent Signature: _____

Designated REALTOR® Signature: _____

Date: _____

Return completed form to Realcomp via fax at (248) 553-4244 or via email at support@realcomp.com.