



# SEDONA VERDE VALLEY ASSOCIATION OF REALTORS®

859 Cove Parkway  
Cottonwood, Arizona 86326

eMail: INFO@SVVAR.com  
Phone: 928.282.5409

## APPLICATION FOR MLS ADMINISTRATIVE USER FOR ACCESS TO SVVARMLS

I hereby make application for MLS Administrative User for Access to SVVARMLS provided by the Sedona Verde Valley Association of REALTORS®. I agree to abide by the MLS Rules and Regulations as approved by the Board of Directors and the National Association of REALTORS® and other policies of SVVAR. I

understand that my access to the MLS is contingent upon my abiding by these rules, regulations and policies, and my continued employment with an MLS Participant or a REALTOR® who is licensed with an MLS Participant. I hereby submit the following information for your consideration:

NAME: \_\_\_\_\_  
FIRST MIDDLE NAME OR INITIAL LAST

HOME ADDRESS: \_\_\_\_\_  
CITY STATE ZIP

MAILING ADDRESS: \_\_\_\_\_  
(IF DIFFERS FROM ABOVE)  
CITY STATE ZIP

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ MLS ID# \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
CITY STATE ZIP

COMPANY PHONE: \_\_\_\_\_ COMPANY FAX: \_\_\_\_\_

BRANCH OFFICE MLS ID(S), IF ANY: \_\_\_\_\_

REAL ESTATE LICENSE #, IF ANY: \_\_\_\_\_

### Level of MLS Access Requested

- Basic (full access, no add/change listings)
- Work as other agent - Please list agent(s) on next page
- Office (full access, enables add/change listings for one office only)
- Company-wide (full access, enables add/change listings company-wide)

**\*PLEASE FILL OUT THIS SPACE FOR “WORK AS OTHER AGENT(S)”**

“Other Agent” Name	Signature of “Other Agent”	MLS ID	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For additional agent names, please use a separate piece of paper

## **Sedona Verde Valley Association of REALTORS® (SVVAR)**

### **Administrative Access/MLS Superuser User Participation Agreement**

1. As an Administrative User participating in the Sedona Verde Valley Association of REALTORS® MLS, I have read, understand, and agree to abide by the SVVAR Bylaws, the MLS Rules and Regulations, the MLS Operating Policies and other obligations of participation.
2. I understand that the information obtained from SVVAR is confidential proprietary market information which is available only to participants of SVVAR.
3. I agree that I will provide access to or information from SVVAR only in accordance with the SVVAR Bylaws, the MLS Rules and Regulations and the MLS Operating Policies. Violation of this provision is a violation of the SVVAR Bylaws, the MLS Rules and Regulations and the MLS Operating Policies and is subject to a fine or any other sanction provided for in the SVVAR Bylaws and/or the MLS Rules and Regulations, and/or the MLS Operating Policies.
4. In requesting participation, I understand that SVVAR will issue one “Agent ID” number and Password to me for my use as an Administrative User, unless I am already an SVVAR Member in which case I will already have an Agent ID and Password and will be able to use this login for Administrative Admin purposes. **The Agent ID number and Password is provided exclusively for the use of the user and may not be shared with or used by any other person.**
5. Access to SVVAR can be terminated be either written instruction of the MLS Participant (Designated Broker) upon termination of employment OR if it becomes known that the Administrative Member has violated the SVVAR Bylaws, the MLS Rules and Regulations and/or the MLS Operating Policies. Upon termination of employment, I understand my ID and Password will be inactivated.
6. All data and photos submitted to SVVAR becomes the property of the Sedona Verde Valley Association of REALTORS®. As a user, I agree to utilize all data received by SVVAR in accordance with the MLS Rules and Regulations and the MLS Operating Policies.

7. Real estate licensees may apply for Administrative Access if their ADRE license is held in the SVVAR Member office they are requesting Administrative Access for and if they are an SVVAR Member in good standing having paid for membership and MLS Fees.
8. User participating in SVVAR is hereby noticed that all data obtained from the SVVAR computer system is federally copyrighted. Providing SVVAR information to unauthorized recipients may be a copyright violation. Any violation of said copyright will be prosecuted to the fullest extent of the law.

\_\_\_\_\_  
SIGNATURE OF ADMINISTRATIVE ASSISTANT/SUPERUSER APPLICANT

\_\_\_\_\_  
DATE

As a MLS Participant (Designated Broker), I request Administrative User Access to SVVARMLS for the person named above.

I understand my responsibility to notify SVVAR as soon as possible of the termination of the Administrative User.

\_\_\_\_\_  
SIGNATURE OF BROKER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT BROKER NAME

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For Office Use Only Below This Line  
Sedona Verde Valley Association of REALTORS®

Accepted By: \_\_\_\_\_  
SVVAR Employee Signature

\_\_\_\_\_  
Date