



**OFFICE ADMINISTRATIVE FORM
SINGLE OFFICE**

Revised 3/10/2022

***This form is to be used for administrative assistants performing clerical duties for a single office.
Please complete this form and fax it to (508) 845-2434. If you have any questions,
please call MLS PIN Membership at (800) 695-3000 option 3.***

Office Name: _____ MLS Office ID #: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Office Telephone #: _____

Name of Administrative Assistant: _____

Do you have a real estate license? *(Please circle one)* YES or NO

License #: _____ Type of License: _____ Expiration Date: _____

Will you be performing duties that under Massachusetts license law require a real estate license?
(Please circle one) YES or NO

What duties are you performing as an administrative assistant? _____

MLS PIN will be assigning an Administrative ID number and password to you within 24-48 hours. Please provide an e-mail address so we can notify you with this information when your application has been processed:

Email Address: _____

Please have the Principal sign this application. By signing this application, the undersigned will be authorizing MLS PIN to assign you an Administrative ID number linked directly to the office listed above which will allow you access to all Subscribers within this office and all of their MLS PIN ID numbers as well as access to their accounts including listing maintenance.

Name of Participant or Office Manager (Please Print)

Signature of Participant or Office Manager

Date