

PERSONAL ASSISTANT AND OFFICE SECRETARY REQUEST

All Personal Assistant or Office Secretary Requests must be approved and signed off by the Designated Managing Broker of the Office.

Personal Assistant Overview	Office Secretary Overview
<p>Works for an individual REALTOR® or group of REALTORS®. Can perform work on behalf of the agent(s) they are assigned to assist.</p> <ul style="list-style-type: none"> • May be licensed or unlicensed. <ul style="list-style-type: none"> ○ If licensed, the Personal Assistant must hold full membership with GTAR based on their license type and be sponsored by the same Sponsoring Broker where they will be working as an assistant. • Receives unique MLS ID for all MLS activity. Upon logging in, will see list of all REALTORS® they have permission to assist by assuming their identity through their own MLSID. • Can add/edit clients, save searches, and add/edit listings (if allowed by office) on behalf of the REALTOR® they assist. • Can schedule showings on behalf of the REALTOR® they assist. • Unlicensed Quarterly Personal Assistant Fee \$87.14 	<p>Staff Member for the Office. Similar permissions to the Designated Managing Broker to manage the office and office listings.</p> <ul style="list-style-type: none"> • Permissions include: <ul style="list-style-type: none"> ○ Can Add/Edit Listings for the entire Office ○ Can Add/Edit Open House/Tours for the Office ○ Edit Transactions for the Office ○ Manage Office Forms ○ Manage Office Settings • May be licensed or unlicensed. <ul style="list-style-type: none"> ○ If licensed, Secretary must hold full membership with GTAR based on their license type and be sponsored by the same Sponsoring Broker where they are working • Unlicensed Quarterly Office Secretary Fee \$87.14

All Personal Assistants and Office Secretaries must have their own Paragon MLS ID. Sharing Passwords and Log-in Information is a violation of MLS Rules & Regulations with an automatic \$1,500 fine.

Please review this important article on the use of unlicensed assistants in real estate from TREC [use-unlicensed-assistants-real-estate-transactions](#)

Submit the completed and signed Application and attach TREC license for any assistant or office secretary licensed with the state to membership@gtar.com

REQUIRED FOR PERSONAL ASSISTANTS

Provide Name and MLS ID of the Agent you will be assisting. If assisting multiple agents, list out each one:

Payment:

Office Secretary and Personal Assistant MLS Fees are paid quarterly at \$87.14. If the personal assistant access is currently an Active and paid GTAR member, no additional payment is required.

Check One: Visa MasterCard American Express Discover

Name on Card: _____

Card Number: **We will call you for the credit card number**

Expiration Date: _____ CVV _____

Authorized Signature: _____ Date: _____

Please allow 1 - 3 Business Day for Processing. A welcome email will be sent confirming access information.