

**NEFMLS, Inc.**  
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**FOR NEFMLS USE ONLY**

Login / ID: \_\_\_\_\_

Serial #: \_\_\_\_\_

## Office Administrator (OA) / Personal Assistant (PA)

### Change Request



**MEMBER/PA TRANSFER** (NAME) \_\_\_\_\_

(Check here if member transferred to new office with their PA)



**ADD MEMBER TO ACCESS LIST** (NAME) \_\_\_\_\_

(Check here to add a member to PA's access list)



**ADD OFFICE TO ACCESS LIST** (NAME) \_\_\_\_\_

(Check here to add an office to OA's)



**DELETE OA / PA** (NAME) \_\_\_\_\_

(Check here)

As the Designated Broker or Manager of this office, I certify that this administrator is employed by this firm and I am approving access.

**I will notify the MLS when this employee is no longer working for me for deactivation of the login and password. I understand that I must obtain token/access device from Office Administrator or I will be assessed a replacement fee.**

Initial Here: \_\_\_\_\_

I understand that I, the broker, am responsible for any activation/replacement/reactivation fees that may occur and that they are non-refundable

Initial Here: \_\_\_\_\_

I will be liable for any unauthorized usage of the MLS System as outlined in the NEFMLS Rules & Regulations and Policy Manual.

Initial Here: \_\_\_\_\_

**This applicant has my permission to work for another real estate firm: Yes \_\_\_\_\_ No \_\_\_\_\_**

**Please re-assign SAFEMLS device serial # \_\_\_\_\_ to this applicant (if applicable). Previous OA/PA token was assigned to \_\_\_\_\_**

**I understand there is a \$25.00 transfer fee for each SAFEMLS device.  
REQUIRES BROKER SIGNATURE AND MUST HAVE ORIGINAL FORM ON FILE AND REQUIRES  
NEW PICTURE ID.**

\_\_\_\_\_  
Broker / Manager Printed Name

\_\_\_\_\_  
Broker / Manager Signature

**\*\* Picture ID required for SAFEMLS access device\*\***