



Non-Licensed Office Administrative Access

There is no fee for non-licensed administrative staff. HGMLS limits the number of staff codes permissible to no more than 1 for every 10 agents per office. Access codes must not be divulged to **anyone**. As a participant of the HGMLS, you are reminded that all licensed associates for whom you request access, must apply as subscribers.

Participants are obligated to immediately notify HGMLS of any changes to staff with HGMLS system access. Administrative staff cannot share access codes.

Admin Applicant Name (PRINT): _____

Admin Applicant Email Address (Required): _____

**MLS access codes will be issued via email once your application has been processed.
These codes are for your use ONLY. Providing your access codes to ANYONE is a violation of HGMLS policy.**

***I agree to abide by the policies of the Hudson Gateway MLS.
I do not hold a New York real estate/appraisers license.***

Admin Applicant Signature: _____ Date: _____

Office Name: _____ Office Code: _____

Office Phone Number: _____

Office Address: _____ City: _____ State: _____ Zip: _____

**HGMLS Participant/
Broker Owner Name (Print):** _____

**HGMLS Participant/
Broker Owner Signature:** _____ **Date:** _____

Please check an access Level OM* HB* (available for offices with multiple branches)

*OM Access to Add/Edit listings **ONLY** in office listed above. HB Access to Add/Edit listings in **ALL** branch offices of company

All of the information requested is required. Incomplete applications cannot be processed.

FAX TO: 914-681-6044 or 845-294-3414
OR EMAIL Membership@HGAR.com

Access Form – Office Administrative 3/16

Hudson Gateway Association of REALTORS® Hudson Gateway Multiple Listing Service, Inc.	One Maple Avenue White Plains, NY 10605 914.681.0833 Telephone	9 Coates Drive, Suite 1 Goshen, NY 10924 845.294.7905 Telephone	2 Medical Park Drive, Suite 17A West Nyack, NY 10994 845.735.0075 Telephone
HGAR.com	914.681.6044 Fax		