



Non-Licensed Personal Assistant Access

There is no fee for a non-licensed personal assistant. 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.

Personal Assistant Name (PRINT): _____

Personal Assistant Email Address (Required): _____

*Will be working as an assistant for: _____
Print HGMLS Agent Name Agent User ID

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.

***The agent the assistant will be working as must add the assistant to their team in Matrix once the personal assistant has been added to the system.**

Matrix functionality for Personal Assistants, with approved HGMLS system access, will be limited to "Working As" or "On Behalf" of the member for whom they are the Personal Assistant. Full Matrix functionality will be available once a Personal Assistant has "Switched To" the Agent for whom they are working.

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

Personal Assistant 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: _____

All 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 – Personal Assistant 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
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