

bridgeMLS
Administrative Assistant Subscriber

Revised 12/2016

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New Administrative Assistant Information

Make sure these items are included when you mail or fax your application:

- Application Form completed and signed by Administrative Assistant and the MLS Participating Broker.
- \$150 Annual Subscriber fee

Fees can be charged to Mastercard, Visa, Discover & AMEX by completing the bottom of the form. There is a \$25 service charge for any returned check or refused charge. If a check is returned or a charge refused, payment must be made by postal money order or certified check.

Reminder:

- You have 60 days to complete a training course for the MLS computer system.
- Go online to our web site at www.bridgemls.com to check class schedules, register for a class, and get driving directions to class locations. Call bridgeMLS @ 510-848-4288 with any questions
- You must be affiliated with the same Service Center as your Broker.

Service Center Locations

Antioch

Delta Association of
REALTORS®

3428 Hillcrest Ave. Ste. 200
Antioch, CA, 94531
925 757-8283
925 757-8393 – fax

Berkeley

Oakland/Berkeley Association of
REALTORS®

2855 Telegraph Ave. Ste. 600
Berkeley, CA 94705
510 848-4288
510 848-2439 – fax

Berkeley

bridgeMLS (MLS Only)

2855 Telegraph Ave. Ste.
600 Berkeley, CA 94705
510 848-4288
510 848-2439 – fax

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To ADD a new Administrative Assistant to your company

1. First Name: _____ Last: _____
2. Company Name: _____
3. Company Address: _____
City: _____ State: _____ Zip: _____
4. Company Phone: (_____) _____ Your Extension: _____
5. E-mail address: _____ and/or Web Page _____

Please sign here, thereby giving bridgeMLS permission to send important communication regarding the MLS to your email address above. bridgeMLS will never sell or use this email address for any other purpose than to send important communication directly to you. Signature: _____

6. I would like any faxes sent to my: Office _____ E-Mail _____

- No Refund: I understand that if this application is canceled or withdrawn I will not be entitled to a refund.
- I acknowledge receipt of a copy of the Rules and Regulations of the bridgeMLS, and agree to abide by such Rules and Regulations as they exist and as they may from time-to-time be amended.

Signature: _____ Date: ____/____/____
(Administrative Assistant)

I hereby certify that the above Administrative Assistant is affiliated with me.

Broker Name (Print): _____

Signature: _____ Date: ____/____/____
(MLS Participating Broker)

Return completed and signed form to Service Center. Amount Enclosed \$ _____

For Credit Card Payment Only

I authorize bridgeMLS to charge my credit card (below). I understand that:

- 1) Should my credit card company "decline" the request for payment, I will be assessed a \$25 fee and be contacted to arrange for an alternate form of payment.
- 2) More than one decline will cause bridgeMLS to cancel this authorization.

Master Card Visa Discover AMEX

Account # _____ Exp Date: ____/____/____ Total \$ _____

(Signature)

Service Center Use Only

Administrative Assistant Code _____ Office Code _____