SCCMLS Commercial Administrative Staff Application

Applicant Name _____

Applicant Email _____

Office Name where you need access _____

MLS Issued Office ID (4 digits) _____

License Number, if applicable _____

Previous or current MLS ID (agent or admin) if applicable _____

Choose your access level (circle agent or office below)

AGENT ADMIN
This gives access to a single agent's MLS. Allows FULL use including listing maintenance, profile updates and Contact Management. What agent will you be assisting? _____

OFFICE ADMIN
Permissions to access all listings for an entire office

I hereby make application for an SCCMLS Administrative User to access to the South Carolina Commercial Multiple Listing Service, Inc. (SCCMLS) database. I agree as the SCCMLS Participant to be soley responsible for the actions of the Administrative User and ensure that they will abide by the SCCMLS Rules and Regulations as approved by the SCCMLS Board of Directors and the NATIONAL ASSOCIATION OF REALTORS® and other policies of the SCCMLS and state law. I understand that an Administrative users access to the SCCMLS is contingent upon continued employment with an SCCMLS Participant or a Subscriber who is licensed with an SCCMLS Participant in good standing.

_____   _____
Signature of Administrative User   Date

_____   _____   _____
Signature of SCCMLS Participant (BIC)   MLS ID   Date

_____   _____   _____
Signature of SCCMLS Subscriber (if agent assistant)   MLS ID   Date

Administrative Fees
$25 setup fee due at completion of the mandatory "Welcome to the MLS" class (first hour only for commercial users)
$30 quarterly fee billed directly to the SCCMLS Participant

If you also need residential MLS access as an administrative user, please also complete the residential access form. Additional fees may apply.