

## Administrative Assistant Subscriber

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### New Administrative Assistant Information

#### Make sure these items are included when you email 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 or AMEX by completing the credit card authorization 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 the Mandatory MLS Training course “Intro to Paragon”.
- Visit your Member Portal and register for upcoming classes. Go to [www.bridgemls.com](http://www.bridgemls.com) – Click “MLS Login” located on the top right – Enter your login credentials. Once you’ve logged in, click on “Member Portal” and login with your login credentials.
- You must be affiliated with the same office as your Broker.

Call bridgeMLS @ **925-363-2333** with any questions

#### Service Center Locations



##### Antioch

Delta Association of REALTORS®

3428 Hillcrest Ave. Ste. 200  
Antioch, CA 94531  
P: 925 757-8283  
F: 925 757-8393



##### Berkeley

Bridge Association of REALTORS®

2855 Telegraph Ave. Ste. 600  
Berkeley, CA 94705  
P: 510 848-4288  
F: 510 848-2439

## Administrative Assistant Subscriber

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## To ADD a new Administrative Assistant to your company

1. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

3. Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Company Phone: \_\_\_\_\_ Your Extension: \_\_\_\_\_

5. Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Allow text messages from bridgeMLS (Msg and data rates may apply):**  Yes  No

6. E-mail address: \_\_\_\_\_ and/or Web Page: \_\_\_\_\_

**Receiving communication preference from bridgeMLS:**  Email Only  Text Only  Both Email & Text

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:** \_\_\_\_\_

No Refund: I understand that if this application is canceled or withdrawn I will not be entitled to a refund.

**Initial:** \_\_\_\_\_

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.

**Initial:** \_\_\_\_\_Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Administrative Assistant)

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

Broker Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(MLS Participating Broker)

Please download the credit card authorization form [here](#).

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

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Service Center Use Only

Administrative Assistant Code \_\_\_\_\_ Office Code \_\_\_\_\_