



## Unlicensed Office/Personal Assistant Access Application

Please choose one:     Add     Delete     Change

Assistant Name \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Office Name \_\_\_\_\_

Office PhoneNumber \_\_\_\_\_

Name of Agent Applicant will be Assisting (if applicable): \_\_\_\_\_

Managing Broker/Designated REALTOR® (DR) Name \_\_\_\_\_

**DR PLEASE READ:**

**I hereby certify that the above named secretary is employed by the below listed Office and is under the direct control of the Designated REALTOR®.**

I will notify the HCAR of any change of information on this form or employment status. I further understand that the above named person has access to Marrix for the purpose of providing clerical support to our organization and will not use this information or share it with anyone else for any other purpose. I understand that the ID # and password will not be shared with anyone.

X \_\_\_\_\_  
Designated REALTOR® Signature  
(Managing Broker)

Updated October 2021

Space below line for Association use