

Use this form to create an account for an unlicensed administrative assistant.

Instructions

1. Enter the information to identify the administrative assistant and office.
2. Print and sign (Participant).
3. Fax completed form to (303) 850-9637 or email to userform@REcolorado.com.

Administrative Assistant Information

•Denotes required field

•First Name		•Last Name	
•Marketplace Password			
•Email			
Billing Address			<i>(If different than office address)</i>
City		State	Zip
•Direct Phone #	Cell Phone #	Fax #	
Professional Designations			

Office Information

•Office ID		•Office Name	
•Manage listings <input type="checkbox"/> No <input type="checkbox"/> Office <input type="checkbox"/> Broker: _____ (Broker ID)			

Billing Frequency

<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annual
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Important Note: Each Office will only receive one (1) free administrative account for unlicensed associates. All additional administrative accounts will be billed at the administrative account rate of \$15 per month. Administrative accounts for licensed associates will continue to be billed at the full REALTOR® and Non-Association member rates. Please be advised that each user requires unique login credentials. Sharing login credentials is not permitted.

MetroList Marketplace allows you to view and print your statements online, pay your bill online, and purchase additional products to enhance your real estate business. You can access your MetroList Marketplace account by using your email address and Marketplace password.

Note: This form requires the signature of the Participant. Administrative assistants licensed with the Colorado Division of Real Estate should complete the "Add Associate Setup" form.

For questions about this form, please contact Customer Support at (303) 850-9613, option 1.

•Participant (Managing Broker) signature	• Date
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