



**Henderson County Board of REALTORS®  
STAFF/PERSONAL ASSISTANT APPLICATION**

**Your Information**

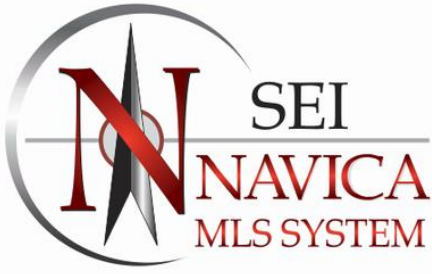
<b>Staff/Personal Assistant membership billed quarterly at \$48.26<sub>t</sub></b>		
<b>Application Fee: \$75.00</b>		
<input type="radio"/> Staff		<input type="radio"/> Personal Assistant
First	Last	Nickname for MLS
Residence Address		
City	State	Zip
Date of Birth	E-Mail	
Mobile Number	Personal Assistant to:	

**Firm Information**

Firm Name		
Firm Address		
Firm City	Firm State	Firm Zip
Office Phone	Office E-Mail	
Are you a Licensed agent?		<input type="radio"/> Yes <input type="radio"/> No
If so, Provide your REALTOR® license number:		

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Authorized Signature



REALTOR® Internet Access  
Authorization Form  
Henderson County Board of REALTOR®



Applicant Name:
Applicant E-Mail:
Office Name:
Office Phone:

NAVICA MLS ([mls.navicamls.net](http://mls.navicamls.net))

Login Name: <b>Temporary Assigned (Change upon 1<sup>st</sup> login)</b>
Password:

I acknowledge that the login name and password that are assigned to me are unique and highly confidential. I agree that I will keep the login name and password confidential and that I will not share them with, or otherwise disclose them to, any other person (including another Broker with my firm), nor will I allow another person to access the MLS using my login name and password. I acknowledge that, upon breach of this nondisclosure obligation, Systems Engineering, Inc. will have the right to terminate my MLS access/privileges.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

_____ Board Representative's Signature	_____ Date
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# Henderson County Board of REALTORS®

## New Member Orientation

**BOARD ORIENTATION:** All REALTOR® and MLS applicants are required to attend the next available orientation as of your application date. Staff will enroll you in the next available in-person class. MLS services are considered provisional subject to the successful completion of this course, and you will be deactivated if not met.

➤ **NOTE:** Subscribing to another MLS does not satisfy this training requirement.

**BOARD ORIENTATION FEE:** There will be a \$50.00 fee for the orientation class. This cost is not included in your application fees.

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### BOARD ORIENTATION

*9:00 AM – 12:00 PM*

2/25/25
4/15/25
6/17/25
8/26/25
10/14/25
12/16/25

#### **MLS STANDING RULE # 10**

A new agent that is not able to attend the second opportunity for “Henderson County Board of Realtors® New Member Orientation” will be required to get specific approval to miss the Orientation opportunity from the Education Chairperson or the Agent’s Membership in the HCBOR will be suspended until the agent successfully attends the next Orientation Session.