



Personal Assistant (PA) Application

Date: _____

PA's Name: _____

There is **NO CHARGE** for assigning Personal Assistants access to the MLS. PA's will have a unique login and must always login there first, then select from the dropdown menu (↓) the name of the agent they are assisting. This is the only way the agent and PA can both be in Navica at the same time.

Office: _____ Branch _____

New PA's email: _____

New PA's phone#: _____

Name of Agent/s or TEAM this PA will be assisting:

Does this PA hold an active NC Real Estate license? Yes No

ALL personnel with an **Active** Real Estate License in an office **MUST** pay all dues and fees associated with an active agent, regardless of the duties assigned.

If a member AGENT also acts as a PA to another agent, they will have two (2) separate records in Navica, one as Agent (paid) and another as PA (no charge) with separate logins.

Is this PA replacing a previous PA who needs to be removed? Yes No

Name(s) _____

A Personal Assistant may NOT have a Supra eKey. Our rules do not allow an unlicensed member to be assigned an eKey. Agents and PA's can use the Single Access system to grant someone access to a lockbox from outside of our MLS. The "How To" information on Single Access is uploaded in the MLS.

Signature of BIC or the Agent assisted: _____

Signature of PA Applicant: _____

Signature(s) of Agent(s) assisted so that their records can be linked within the system: *(Please Print)*

