



Personal Assistant (PA) Application

Date: _____

PA's Name: _____

There is NO CHARGE for assigning Personal Assistants access to Navica MLS. PA's will have a unique login and must always login there first, then select from dropdown ↓ the name of agent they are assisting. This way the agent and the PA can both be working in Navica at the same time and not bump the other out.

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 RE Licensed personnel within an office MUST pay all dues and fees of an active agent, regardless of the duties assigned.

If a member AGENT also acts as a PA to another agent, they will have 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? Name _____

A PA may have their own Supra key limited access for assisting only (NOT SHOWING property). The PA will have to know the CBS code of the specific lockbox they are to access. They do not have full access to all lockboxes.

Signature of BIC or the agent being assisted _____

Signature of PA Applicant _____

Signature/s of Agent/s to be assisted so that their records can be linked within the system: Please Print

