

# Access Application

## REALTOR® Assistant / Brokerage Administrator



**OnePoint**

ASSOCIATION OF REALTORS®  
Your ONE Source for REALTOR® Success

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Updated: 1/1/2026

### New Assistant/Administrator Access Checklist

The following must be completed in order for applications to be processed by the Association.

REALTOR® Assistants must be currently employed by a REALTOR® Member.

Brokerage Administrators must be currently employed by a Brokerage Member.

Brokerage/Branch Administrator fee = \$24.75 (+HST) prorated on joining, quarterly ongoing

REALTOR® Member Personal Assistant fee = \$120 (+HST) prorated on joining, quarterly ongoing

Please Note

Once COMPLETED, login credentials will be sent to the Administrators/Assistants email.

### Administrator/Assistant Profile Information:

Full Name	
Email Address	
Cell Phone # Required for Assistants only	

### Brokerage/Branch (Primary Location) Information:

Brokerage Name			
Brokerage Address	Street:		
	City:	Province:	Postal Code:
Phone #			

### Administrator Access Privileges

<input type="checkbox"/>	Brokerage Administrator (Access to All Brokerage & Branch Locations)	Broker of Record Initials
<input type="checkbox"/>	Branch Administrator (Access to Branch Locations Only)	

### Assistant Access Privileges

Responsible REALTOR® Member Name			REALTOR® Member Initials		
REALTOR® Assistant Access	<input type="checkbox"/>	Individual		<input type="checkbox"/>	Team
Team Name (If Applicable)					
If Assistant requires access to impersonate the PropTx accounts of all Team Members for the Responsible REALTOR® Member, each team member must initial here					
_____	_____	_____	_____	_____	_____
Team Member 2 Name	Date	Initials	Team Member 3 Name	Date	Initials
_____	_____	_____	_____	_____	_____
Team Member 4 Name	Date	Initials	Team Member 5 Name	Date	Initials
_____	_____	_____	_____	_____	_____
Team Member 6 Name	Date	Initials	Team Member 7 Name	Date	Initials
_____	_____	_____	_____	_____	_____

	Initials
As the responsible REALTOR® or Brokerage Member, I certify that the above-named REALTOR® Assistant or Brokerage Administrator is not licensed with RECO or an appraiser, and is employed by the above stated Brokerage. I am approving their access to the MLS® System.	
I agree, understand and warrant that the Administrator/Assistant is not an individual(s) whose primary commercial activity consists of any of the following: financial institutions, government agencies, credit bureaus or reporting agencies, collection agencies, lawyers, law firms, paralegal service firms, conveyancers, mortgage brokers, investment analysts, marketing companies, mapping or geospatial services companies, employees of another real estate board/association, MLS® System provider, software developers, re-sellers, assemblers, wholesalers or distributors of information or data products, media companies, surveyors or retailers.	
I understand that I, the REALTOR® or Brokerage Member, will be invoiced for each Authorized User Administrator or Assistant ID to access the MLS® System. I further understand that these fees are non-refundable.	
I understand that I will be liable for any unauthorized usage of the MLS® System.	
I will notify the Association office immediately when this REALTOR® Assistant or Brokerage Administrator is no longer employed by me for deactivation of their login/password. I understand that failure to follow these procedures according to policy will result in a fine of \$250 (+HST).	
The login ID and password is provided for the sole and exclusive use of the REALTOR® Assistant or Administrator listed and may not be shared with or used by any other individual.	
Failure to comply with this provision may result in the account being flagged and the matter being referred to the professional standards committee for possible disciplinary action against the offending Assistant or Administrator and REALTOR® Member, which may include a maximum fine outlined in the Associations By-Laws and loss of access privileges.	

Dated at _____, Ontario, this _____ day of _____ 20_____	
_____	_____
Administrator/Assistant Signature	Broker of Record / Manager Name (Please Print)
_____	_____
Responsible REALTOR® Member Signature	Broker of Record / Manager Signature