



## Non-Licensed Office Administrative Access

There is no fee for non-licensed administrative staff. OneKey™ MLS limits the number of staff codes permissible to no more than 1 for every 10 agents per office. Access codes must not be divulged to **anyone**. As a participant of the OneKey™ MLS, you are reminded that all licensed associates for whom you request access, must apply as subscribers.

**Participants are obligated to immediately notify OneKey™ MLS of any changes to staff with OneKey™ MLS system access. Administrative staff cannot share access codes.**

Admin Applicant Name (PRINT): \_\_\_\_\_

Admin Applicant Email Address (Required): \_\_\_\_\_

**MLS access codes will be issued via email once your application has been processed. These codes are for your use ONLY. Providing your access codes to ANYONE is a violation of OneKey™ MLS policy.**

***I agree to abide by the Rules and Procedures of OneKey™ MLS.  
I do NOT hold a New York real estate/appraisers license.***

Admin Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Name: \_\_\_\_\_ Office Code: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Office Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

**OneKey™ MLS Participant/  
Broker Owner Name (Print):** \_\_\_\_\_

**OneKey™ MLS Participant/  
Broker Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please check an access Level ☐ OM\* ☐ HB\* (available for offices with multiple branches)  
\*OM Access to Add/Edit listings **ONLY** in office listed above. HB Access to Add/Edit listings in **ALL** branch offices of company

**All of the information requested is required.  
Incomplete applications cannot be processed.**

FAX TO: 914-681-6044 or EMAIL: OneKeyMLS@HGAR.com