



## Non-Licensed Personal Assistant Access

There is no fee for a non-licensed personal assistant. 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. Personal Assistants cannot share access codes.

Personal Assistant Name (PRINT): \_\_\_\_\_

Personal Assistant Email Address (Required): \_\_\_\_\_

\*Will be working as an assistant for: \_\_\_\_\_ / \_\_\_\_\_  
Print OneKey® MLS Agent Name Agent User ID

Matrix functionality for Personal Assistants, with approved OneKey® MLS system access, will be limited to "Working As" or "On Behalf" of the member for whom they are the Personal Assistant. Full Matrix functionality will be available once a Personal Assistant has "Switched To" the Agent for whom they are working.

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

Personal Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

All information requested is required. Incomplete applications cannot be processed.

Access codes will be sent via email once application has been processed

FAX TO: 914-681-6044 or EMAIL [OneKeyMLS@HGAR.com](mailto:OneKeyMLS@HGAR.com)