OFFICE ASSISTANT DELETE FORM

Assistant's Name_____
Name of Assistant to be deleted

TO DELETE AN ASSISTANT

I am requesting the above-named assistant be deleted from my office. Note: Designated Realtor/Broker has 10 days to report that assistant has left company in order to avoid a penalty.

Signed _____Date_____
Designated REALTOR®

Reporting Company _____Office ID_____

Primary Board/Association

☐ Huntsville Area ☐ Athens/Limestone ☐ Marshall County

☐ Morgan County ☐ Jackson County Chapter ☐ Cherokee/Etowah

☐ DeKalb County

MLS RULES & REGULATIONS

Unlicensed Assistants, upon the Designated REALTOR's signed Indemnity Agreement, may obtain a MLS assigned Username and Password. The Designated REALTOR must notify the MLS department within 10 days of separation of any unlicensed assistant who has a MLS assigned Username and Password. A charge of $100 may be levied for failing to report assistant has left your firm, within 10 days of separation.

PLEASE EMAIL COMPLETED FORM TO mlssupport@valleymls.com

535 Monroe Street, Huntsville, AL 35801
PHONE: 256-536-3334