

**TAHOE SIERRA MULTIPLE LISTING SERVICE (TSMLS)  
Request for UNLicensed Assistant Access to Paragon**

Please establish a Username and Password for my Unlicensed Office Assistant. I have briefed my Assistant on the protocol and navigation of Paragon. I further understand that I must immediately notify the TSMLS Office, in writing, of staffing changes that impact the Access Authorization.

ASSISTANT NAME: \_\_\_\_\_ SUPPORTING AGENT: \_\_\_\_\_

OFFICE PHYSICAL ADDRESS: \_\_\_\_\_

OFFICE MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**MULTIPLE OFFICE AUTHORIZATION**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I hereby agree to use the Paragon software and the TSMLS database in the manner and capacity prescribed in the TSMLS Rules and Regulations. I understand the access provided is for my use only.

**The Penal Code prohibits intentional unauthorized access or causing unauthorized access to a computer system. Violations of the Penal Code can result in criminal penalties.** I understand that I may not disregard TSMLS security measures, give out my password, or allow unauthorized access to the TSMLS database or the Paragon software. I understand that only the Designated REALTOR/MLS Participant, REALTOR/MLS Subscriber or Authorized Assistants (TSMLS authorization form on file) may access the Paragon software and TSMLS database.

**I have read this entire agreement and agree to all its terms and conditions.** Additionally, I acknowledge receipt of the current TSMLS By-Laws and Rules & Regulations located at <http://www.tahoemls.com/tahoe-sierra-mls/library/> and agree to abide by these documents; failure to comply with the TSMLS Rules & Regulations will result in Fines as defined in the current Rules & Regulations.

**MEMBERSHIP DUES AND ASSESSMENTS**

Application/Initiation Fees	\$ 25.00
Membership Dues in February	\$ 25.00
Membership Dues in August	\$ 25.00

\_\_\_\_\_  
Assistant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker Signature

\_\_\_\_\_  
Date

**CREDIT CARD INFORMATION**

Name on Card: \_\_\_\_\_ Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Billing Address: \_\_\_\_\_