



# EPCAR Assistant Set Up Form

Assistant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Broker Name: \_\_\_\_\_

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

Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please Check Assistant Type: \_\_\_ Personal, \_\_\_ Office or \_\_\_ Company

If Personal Assistant- Name of REALTOR® Member: \_\_\_\_\_

Have you ever had a Real Estate License? YES NO \_\_\_\_\_

If yes, what states? \_\_\_\_\_

**Assistant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Broker Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**REALTOR® Signature (If Personal Assistant):** \_\_\_\_\_ **Date** \_\_\_\_\_

Although offered some benefits and Privileges of EPCAR, an Assistant is NOT considered a Member of the Association

### Assistant Fees- October 2018- September 2019

**EPCAR Set Up Fee- \$45.00 (One Time Fee)**

**EPCAR Annual Fee (Prorated Quarterly)- \$175.00**

**Stellar MLS Security & Set Up Fee- \$65.00 (One Time Fee)**

**Stellar MLS Annual Fee (Prorated Monthly)- \$120.00**

*Payment will be one to EPCAR and one to Stellar MLS. For EPCAR fees you can pay by Cash, Check, American Express, Discover, Master Card or Visa. We accept either credit or debit cards. Stellar MLS fees **MUST** be paid with check, cashier's check, or money order. Return completed Applications to the EPCAR Office. **Assistants are required to complete Basic MLS and Compliance 101 classes within 60 days of MLS Access.***

**\*For Office Use Only\***

Office Number: \_\_\_\_\_ Member Number: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Payment Date: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

Staff Initial: \_\_\_\_\_