



# CAAR SUPPORT STAFF APPLICATION

Email to: [tiffany@caar.com](mailto:tiffany@caar.com) or Fax: 434.817.2836

Firm Name: \_\_\_\_\_ Branch (if applies): \_\_\_\_\_

Support Staff Person Name: \_\_\_\_\_ USER ID # (CAAR Use) \_\_\_\_\_

Support Staff Email: \_\_\_\_\_ Is support staff: \_\_\_\_\_ Licensed \_\_\_\_\_ Un-Licensed

As support in **Paragon Platform**, please choose one of the following:

\_\_\_ **Firm Administrator-Alias to Main Firm/Branches** - CAAR provides user with unique login. \*Firm Admin can assume identity of the broker to manage all listings for main firm and branches of main firm. Firm admin may assume identity of all agents associated with main firm and branches. *If the firm does not have branch office(s) do NOT use this option.*

\_\_\_ **Full Access Firm Admin** – Quarterly MLS service fee \$108 billed to support staff user. Security access level 6, no assume identity required unless creating a listing for an agent. User is billed upon registration and pro-rated accordingly, if necessary. *MLS subscription required for this status. This is to be paid by the Broker.*

\_\_\_ **Office Admin (No branches)-Alias to Office** - CAAR provides user with unique login. \*Office administrator may assume identity of broker to manage all listings for office. Office Admin may assume identity of all agents in this office.

\_\_\_ **Assistant- Alias to Agent (Agent name)** CAAR provides user with unique login. Assistant is alias to agent and has “assume identity” abilities to maintain listings for a single agent. Assistant to: **AGENT NAME:** \_\_\_\_\_

As support in **Catalyst Platform**: No varying levels available.

\_\_\_ I will act as support staff in the Catalyst commercial MLS platform.

- As principle or managing broker of record of this firm, I hereby request CAAR to register the above named individual. I authorize permission for myself and agents in my firm to allow registered user “assume identity” permission.
- I agree to abide by the rules regarding support staff in **Section 11.2 Limitations on Use of MLS Information for Non-Licensed Employees of Participants** of the MLS Rules and Regs.
- **Initial application fee is \$125, and due upon application. See payment options at bottom of page.**
- I understand as broker, I will make payment in the amount of \$125 annually, billed in September, for all ACTIVE support staff employed by my firm or REALTOR participants in my firm.
- I understand that first 3 options authorize the user to add/change all listings for any REALTOR® associated with my firm(s).
- I will notify CAAR of any user who is actively licensed before submission of this form.
- Furthermore I agree to notify CAAR at such time the user is no longer affiliate with our firm within four (4) business days. Support staff cancellation form may be found online at CAAR.com /Member Resources.

\_\_\_\_\_  
**Authorized Principal or Managing Broker or Appraiser Signature**

\_\_\_\_\_  
**Date**

\_\_\_ Will mail check for \$125 or Please charge my VISA/M/C in amount of \$125

CC #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_