



**SCCMLS Commercial Administrative Staff Application**

Applicant Name \_\_\_\_\_

Applicant Email \_\_\_\_\_

Office Name \_\_\_\_\_

Office Phone \_\_\_\_\_

Office ID \_\_\_\_\_

Licensed (Y/N) \_\_\_\_\_ If yes, please list agent level MLS ID \_\_\_\_\_

**Level of MLS Access Requested**

- Agent Administrative Level (access to add/modify listings and search MLS for a single agent)  
If agent level, please indicate the agent you will be assisting \_\_\_\_\_
- Office Staff Level (access to add/modify listings and search MLS for entire office)

I hereby make application for an SCCMLS Administrative User to access to the South Carolina Commercial Multiple Listing Service, Inc. (SCCMLS) database. I agree as the SCCMLS Participant to be solely responsible for the actions of the Administrative User and ensure that they will abide by the SCCMLS Rules and Regulations as approved by the SCCMLS Board of Directors and the NATIONAL ASSOCIATION OF REALTORS® and other policies of the SCCMLS and state law. I understand that an Administrative users access to the SCCMLS is contingent upon continued employment with an SCCMLS Participant or a Subscriber who is licensed with an SCCMLS Participant in good standing.

\_\_\_\_\_  
Signature of Administrative User \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SCCMLS Participant (BIC) \_\_\_\_\_  
MLS ID \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of SCCMLS Subscriber (if agent assistant) \_\_\_\_\_  
MLS ID \_\_\_\_\_  
Date

**Administrative Fees**

\$25 setup fee due at completion of the mandatory "Welcome to the MLS" class (first hour only for commercial users)  
\$30 quarterly fee billed directly to the SCCMLS Participant

*\*If you also need residential MLS access as an administrative user, please also complete the residential access form. Additional fees may apply.*