



PERSONAL ASSISTANT OR OFFICE SECRETARY REQUEST 2024-2025

All Personal Assistant or Office Secretary Requests must be approved and signed off by the Designated Managing Broker of the Office.

| Personal Assistant Overview | Office Secretary Overview |
|--|---|
| <p>Works for an individual REALTOR® or group of REALTORS®. Can perform work on behalf of the agent(s) they are assigned to assist.</p> <ul style="list-style-type: none"> • May be licensed or unlicensed. <ul style="list-style-type: none"> ○ If licensed, PA must hold full membership with CAR based on their license type and be sponsored by the same Sponsoring Broker where they will be working as an assistant. • Receives unique MLS ID for all MLS activity. Upon logging in, will see list of all REALTORS® they have permission to assist, and will choose the account to work on behalf of. • Can add/edit clients, save searches, and add/edit listings (if allowed by office) on behalf of the REALTOR® they assist. • Can schedule showings on behalf of the REALTOR® they assist. • Annual Personal Assistant User Fee | <p>Staff Member for the Office. Similar permissions to the Designated Managing Broker to manage the office and office listings.</p> <ul style="list-style-type: none"> • Permissions include: <ul style="list-style-type: none"> ○ Office Staff account with restricted hours 6am – 10pm. ○ Can Add/Edit Listings for the entire Office ○ Can Add/Edit Open House/Tours for the Office ○ Edit Transactions for the Office ○ Manage Office Forms ○ Manage Office Settings • May be licensed or unlicensed. <ul style="list-style-type: none"> ○ If licensed, Secretary must hold full membership with CAR based on their license type and be sponsored by the same Sponsoring Broker where they are working ○ If licensed, will have 2 MLS ID’s. One for membership, and one for office secretary access. • Complimentary for Offices and Designated Managing Brokers |

The Chicago Association of REALTORS® is a subscriber of Midwest Real Estate Data’s (MRED’s) MLS system. All users must have their own MLS ID and Access through the Chicago Association of REALTORS® or other local association. Sharing Passwords and Log-in Information is a violation of MRED’s Rules & Regulations with an automatic \$2,500 fine.

Completed request forms can be submitted securely online at www.chicagorealtor.com/upload
Submit all documentation together in one submission. You may include multiple attachments and file types in the same submission.

If you have questions regarding your application, please contact our Membership team at 312-803-4900 or membership@chicagorealtor.com

All fields marked with an *Asterisk are Required

| Choose One Request Type* | |
|---|---|
| <input type="checkbox"/> Personal Assistant Request | <input type="checkbox"/> Office Secretary Request |
| <p>Works for an individual REALTOR® or a group of REALTORS®. Can perform work on behalf of the agent(s) they are assigned to assist, including scheduling showings.</p> | <p>Staff Member for the Office. Similar permissions to the Designated Managing Broker to manage the office listings and office settings. Add/Edit rights on all listings.</p> |

Full Name of Assistant or Office Secretary*: _____

Is this a new account request or replacing an existing Assistant or Secretary*? New Account Replacement
If Replacement, provide MLS ID and Name of Current Person: _____

Is this person licensed with IDFPR*? Yes No
If Yes, include IDFPR License #: _____

Is this person a current or former CAR Member*? Yes No
If Yes, include CAR Member ID: _____

Home Address*: _____
Address, including Unit # (If applicable) City State Zip

Last 4 Digits of Social*: _____ **Cell Phone*:** _____
Not publicly displayed in the MLS

Email Address*: _____
This email will be assigned to their MLS Profile

Direct Dial Phone Number*: _____ or None, Brokerage Phone Number Only
Cell phone or other direct phone number is recommended.

OFFICE INFORMATION

Brokerage Name*: _____

Brokerage MLS Office ID*: _____

Address of Brokerage*: _____
Address, including Suite (If applicable) City State Zip
If brokerage has more than one location, include address of the branch location where this person is assigned.

Designated Managing Broker Name*: _____

I hereby certify that the named person for a personal assistant or office secretary request is an employee of my office or works on behalf of a member actively engaged in real estate within my office. I will ensure this personal assistant or office secretary is familiar with and complies with the Rules and Regulations of the MLS system as adopted by Midwest Real Estate Data (MRED). If this personal assistant or office secretary is no longer affiliated with my firm, I shall immediately update the Chicago Association of REALTORS®. For all personal assistant requests, I understand an annual fee for MLS access will be assessed.

Designated

Managing Broker Signature*: _____ **Date*:** _____

PERSONAL ASSISTANT REQUESTS MUST COMPLETE PAGE TWO, INCLUDING PAYMENT INFORMATION

REQUIRED FOR PERSONAL ASSISTANTS

Provide Name and Member ID of the Agent you will be assisting.

If assisting multiple agents, list out each one*:

Payment*:

Amount Due will be based off the following proration table and the day the request is processed. Personal Assistant Users will renew annually on October 1st each year at the current rate established by CAR’s Board of Directors. If the personal assistant access is currently an Active and Paid CAR member, no additional payment is required.

| July '24 | Aug '24 | Sept '24 | Oct '24 | Nov '24 | Dec '24 | Jan '25 | Feb '25 | Mar '25 | Apr '25 | May '25 | June'25 |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| \$507.00 | \$474.00 | \$441.00 | \$408.00 | \$374.00 | \$340.00 | \$306.00 | \$272.00 | \$238.00 | \$204.00 | \$170.00 | \$136.00 |

All amounts above will pay account through September 30, 2025

Check One*: Visa MasterCard American Express Discover

Name on Card*: _____

Card Number*: _____ **Expiration*:** ____/____

Authorized Signature*: _____ **Date*:** _____

Your personal assistant request will not be processed if payment information is blank.

Securely submit your application and all supporting documents at www.chicagorealtor.com/upload

Please allow 1 Business Day for Processing. A welcome email will be sent confirming access information.

CAR can also accept checks or money orders for membership fees. If applying with a check, mail your application and applicable fees to 430 N Michigan Ave, 8th Floor | Chicago, IL 60611. This option will delay processing and access to services.