# Administrative Assistant Subscriber

## New Administrative Assistant Information

**Make sure these items are included when you mail or fax your application:**

- Application Form completed and signed by Administrative Assistant and the MLS Participating Broker.
- 2020: $150 Annual Subscriber fee
  2021: $152.76 Annual Subscriber fee

Fees can be charged to Mastercard, Visa, Discover & AMEX by completing the bottom of the form. There is a $25 service charge for any returned check or refused charge. If a check is returned or a charge refused, payment must be made by postal money order or certified check.

**Reminder:**

- You have 60 days to complete the Mandatory MLS Training course "Intro to Paragon.
- Visit your Member Portal and register for upcoming classes. Go to [www.bridgemls.com](http://www.bridgemls.com) - Click "MLS Login" located on the top right - Enter your login credentials. Once you've logged in, click on "Member Portal" and login with your login credentials.
- You must be affiliated with the same office as your Broker.

Call bridgeMLS @ 925-363-2333 with any questions

### Service Center Locations

<table>
<thead>
<tr>
<th><strong>Antioch</strong></th>
<th><strong>Berkeley</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Delta Association of REALTORS®</td>
<td>Bridge Association of REALTORS®</td>
</tr>
<tr>
<td>3428 Hillcrest Ave. Ste. 200</td>
<td>2855 Telegraph Ave. Ste. 600</td>
</tr>
<tr>
<td>Antioch, CA, 94531</td>
<td>Berkeley, CA 94705</td>
</tr>
<tr>
<td><strong>925 757-8283</strong></td>
<td><strong>510 848-4288</strong></td>
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<tr>
<td>925 757-8393 – fax</td>
<td>510 848-2439 – fax</td>
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</tbody>
</table>
Administrative Assistant Subscriber

To ADD a new Administrative Assistant to your company

1. First Name: _______________________________ Last: _______________________________

2. Company Name: ________________________________________________________________

3. Company Address: ______________________________________________________________
   City: _______________________________ State: _____ Zip: _______________________

4. Company Phone: (_________) ___________________________ Your Extension: __________

5. E-mail address: ___________________________ and/or Web Page _______________________

Please sign here, thereby giving bridgeMLS permission to send important communication regarding the MLS to your email address above. bridgeMLS will never sell or use this email address for any other purpose than to send important communication directly to you. Signature: __________________________

(Administrative Assistant)

I hereby certify that the above Administrative Assistant is affiliated with me.

Broker Name (Print):________________________

Signature: __________________________ Date: _____/_____/

(MLS Participating Broker)

Return completed and signed form to Service Center. Amount Enclosed $_________

For Credit Card Payment Only

I authorize bridgeMLS to charge my credit card (below). I understand that:

1) Should my credit card company “decline” the request for payment, I will be assessed a $25 fee and be contacted to arrange for an alternate form of payment.

2) More than one decline will cause bridgeMLS to cancel this authorization.

☐ Master Card ☐ Visa ☐ Discover ☐ AMEX

Account # __________________________ Exp Date: _____/_____/____ Total $_________

(Signature)

________________________

Service Center Use Only

Administrative Assistant Code ______________________ Office Code ______________________

________________________

bridgeMLS – 2855 Telegraph Avenue Suite 600, Berkeley, CA, 94705

Revised 11/2018