



2010 CARNM/CIE Application – Administrative Assistant Participation

I HEREBY apply for participation in the Commercial Association of REALTORS® – New Mexico (CARNM) and the Commercial Information Exchange (CIE) in an administrative capacity.

Assistant's Name _____

Company Name _____

Direct Phone: _____ Assistant Email: _____

Assistant will have access to the following Brokers' listings in the CIE:

Assistant would like to receive periodic correspondence from CARNM regarding education and event announcements. Yes No

Is Assistant licensed by the New Mexico Real Estate Commission? Yes No

I UNDERSTAND that the Administrative Assistant is not a CIE subscriber, and he/she will have restricted access to the CIE. Assistants may not represent themselves as co-listing agents, contacts, etc. for any property listing, or on the flyers and documents related to a listing, in the CIE. _____ please initial

I UNDERSTAND that the Assistant will receive occasional broadcast emails and/or correspondence from CARNM regarding CIE updates and information that will be useful to administrative staff. _____ please initial

I CERTIFY that I have received a copy of the CIE Rules and Regulations and understand my responsibilities regarding the use of the CIE. I also certify that I will not allow any non CIE subscriber access to the system or to data gathered and/or compiled from the system to which they are not entitled. _____ please initial

I have read and agree with the above.

Signed _____ Date _____
Administrative Assistant Signature

Signed _____ Date _____
Qualifying Broker Signature

Note: Any changes made to the Administrative Assistant's information must be submitted through a Member Change Form, obtainable online in the Document Library on the CARNM website, www.carnm.com.