

A Real Estate team is generally comprised of two or more real estate salespeople who pool resources on marketing and administrative staff, and may offer specialists for various aspects of the real estate business. A team usually is centered around a highly successful salesperson and operates within a brokerage.

1. Team Leader is responsible for entering and maintaining the team account within the SmartMLS Matrix System.

[Click here for the SmartDesk article for more information.](#)

2. All team members must maintain an individual subscriber account within SmartMLS. This also includes an individual user account for any Personal Assistants. Personal Assistants should maintain their own Unlicensed Assistant MLS account.

[Click here for Unlicensed Assistant Application.](#)

3. Unlicensed Assistants working with teams cannot perform licensed services.

4. All teams must comply with State law requirements for any advertising.

## Team Details

New Team

Update

Disband

*\*If updating the Leader or Team name only fill out the Team Name, Team Leader Name, Broker Name, with accompanied Signatures\**

Team Name: \_\_\_\_\_

RTM Number: \_\_\_\_\_

Team Email Address: \_\_\_\_\_ Team Preferred Phone: \_\_\_\_\_

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

Office Code: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Payment Information

*\*Payment only required for new Teams\**

Would you like to sign up for AutoPay?  Yes  No

Type of Card:  American Express  Discover  Mastercard  Visa

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Payment Amount: \$ \_\_\_\_\_

## Authorization

Participant/Broker Name: \_\_\_\_\_

Participant/Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Team Leader Name: \_\_\_\_\_

Team Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_