



COMMERCIAL INFORMATION EXCHANGE, INC.

## CIE APPLICATION FOR SECRETARY/OFFICE ASSISTANT

I \_\_\_\_\_ accept responsibility for \_\_\_\_\_ to use the CIE  
(Print Broker Office Mgr) (Print Applicants Name)  
system to input data; revise data and research data on my behalf. I understand that the misuse of the CIE service/CIE data by my secretary/office assistant could jeopardize my status with CIE and subject me to penalties. I agree to notify the CIE office immediately if the above applicant should leave my employment.

\_\_\_\_\_  
(Broker/Office Mgr)

\_\_\_\_\_  
(Date)

### **SECRETARY/OFFICE ASSISTANT INFORMATION: (Please Print)**

Name \_\_\_\_\_ SS# \_\_\_\_\_

Firm Name: \_\_\_\_\_

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

Firm Telephone # \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

I certify that the following information is correct, I am a:

- Licensed REALTOR® (Must be accompanied by a CIE Waiver before ID's are issued.)
- Non-Licensed Secretary/Office Assistant

I understand my misuse of the CIE system/CIE data will jeopardize my Broker's status and subject him/her to penalties.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Information above must be filled out completely before the application will be accepted by the CIE office. Please complete this form and mail or fax to the CIE office.*

**FOR CIE USE ONLY:**

Date Received/Faxed to SLAR: \_\_\_\_\_

ID/Password: \_\_\_\_\_

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*Maintaining a state-of-the-art database, reflecting current commercial market listings and information.*