

## MLS Access for Team/Personal Assistant

The Team/Personal Assistant category has been established to help ensure the integrity of the MLS database and to assist Brokers with the business of listing and selling real estate.

Team/Personal Assistants are individuals who, under the direct supervision of a Broker, Agent or Appraiser, perform only administrative and clerical tasks that utilize the MLS database and may or may not require a Real Estate License in accordance with the Department of Real Estate regulations. Office/Personal Assistants holding a California Real Estate License must place their license in "No Broker Affiliation" status prior to joining the MLS as an Office/Personal Assistant. If at any time their license becomes active, the Office/Personal Assistant must upgrade their access status to the same level as an MLS Participant or Subscriber, as their license and status indicate.

Office/Personal Assistants are only authorized to provide MLS information to the Broker, Agent or Appraiser by whom he/she is employed. Office/Personal Assistants may not provide any MLS compilation or information, whether in writing or verbally, to any other person. Office/Personal Assistants are expressly prohibited from making photocopies, computer printouts, electronic transfers or downloading of MLS data for, or displaying such MLS information to, any person other than the employing Broker, Agent or Appraiser. The use of MLS data or information by Office/Personal Assistants in violation of these restrictions constitutes a criminal offense pursuant to the California Penal Code (Section 502).

In order to initiate MLS access for each Office/Personal Assistant the following information must be provided to the Association:

### Assistant Information

Name of Assistant: \_\_\_\_\_  
(If licensed, print name as it appears on DRE License)

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

Cell Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

SS#: \_\_\_\_\_ DRE License # if available: \_\_\_\_\_

Office Assistant/Personal Assistant clarification:

- The **Office Assistant** will have the ability to edit any listings where the Listing Agent is in the same office with the Office Assistant.
- The **Personal Assistant** has access to the Add/Edit module but is limited to only editing listings of the Listing Agent to which they are named a Personal Assistant.

Please select the type of assistant in which you are applying (select one):  Personal Assistant  Office Assistant

Broker/Agent/Appraiser Public ID: \_\_\_\_\_ Office/Firm #: \_\_\_\_\_

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

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

Firm Phone #: \_\_\_\_\_ Firm Fax #: \_\_\_\_\_

It is understood that the Office/Personal Assistant will be sponsored by an MLS Participating or Subscribing Broker, Agent or Appraiser and that the Office/Personal Assistant's access level will be the same as the employing Broker, Agent or Appraiser. The Broker/Agent/Appraiser is responsible for ensuring that Office/Personal Assistants (i) maintain the confidentiality of MLS information, (ii) correctly utilize the MLS system for inputting and editing listings, (iii) follow all Rules and Regulations of the Association and the MLS and (iv) do not provide access to the MLS system to any person other than the employing Broker, Agent or Appraiser. If the Office/Personal Assistant breaches any of the Association or MLS Rules or Regulations, the Broker/Agent/Appraiser will be held accountable and subject to penalties as outlined in the Multiple Listing Service Rules & Regulations which could include fines and/or disciplinary action.

The fee for Office/Personal Assistants to access the MLS is as follows:

Application Fee \$ \_\_\_\_\_  
MLS Quarterly Fee \$ \_\_\_\_\_  
MLS Token Fee \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

## Agreement and Signatures

Please include a copy of your Driver's License/ID.

I acknowledge having received and read the MLS Rules and Regulations and agree to abide by their terms as amended from time to time. In addition, I am responsible for the security of my access information to the MLS and will not share or make it available to any other person.

Assistant Name (please print): \_\_\_\_\_

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

I acknowledge that I am responsible for the Office/Personal Assistant named above and the confidentiality of MLS data and information as set forth in the MLS Rules and Regulations. I acknowledge and agree that in the event the Office/Personal Assistant named above violates any of the Rules and Regulations of the Association or the MLS, I will be held solely accountable and subject to penalties which could include fines and/or disciplinary action as levied by the Association. I agree to pay any fees charged for the Office/Personal Assistant above and further agree to immediately notify the MLS and my Association of the Office/Personal Assistant's termination of employment as my assistant.

Agent Name (please print): \_\_\_\_\_

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

Broker Name (please print): \_\_\_\_\_

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