

LICENSED ASSISTANT APPLICATION

I, _____ a participant (broker) agree to allow the below-named assistant to use the agent's password that he/she is assisting, to access the Multiple Listing Service of the Bay East Association of REALTORS®.

Assistant Name: _____

Email Address: _____

Social Security # (last 4 digits): _____

I understand that I have and accept full responsibility for this individual's compliance with the Multiple Listing Service Rules and Regulations, as well as the code set forth by the California Department of Real Estate. I understand the above-named will receive such access purely on my behalf. I further understand that should the above-named individual no longer be employed to assist the agent that I must notify the Bay East Association in writing no later than the effective termination day of the above-named individual. Failure to do so may result in the assessment of a fine in the amount of \$250, or possible termination of my MLS participation. Other Civil Code Penalties may apply.

I understand the fee for the above-named assistant to receive access is \$200 annually (October 1 through September 30; \$16.67 per month if prorated.)

Please enter name and agent code for whomever this individual will be assisting.

Agents Name _____ Member Number _____

Office Name _____

Address _____

City _____ Zip _____ Phone _____

Signed: _____ Date: _____
Assistant

Signed: _____ Date: _____
MLS Subscriber/**Agent**

Signed: _____ Date: _____
MLS Participant/**Broker**

Check enclosed for \$ _____ Charge \$ _____ to my _____ Visa _____ MasterCard

Charge Card # _____ Exp. Date: _____

Verification Code (3 digit code on back of card) _____ Billing Zip Code _____

Name as it appears on Card: _____

Signature: _____ Date: _____

LICENSED ASSISTANT AGREEMENT

I hereby apply for a license for use of the Multiple Listing Service of the Bay East Association of REALTORS® (the “MLS”) by the assistant (the “Assistant”) named below. I hereby certify under penalty of perjury as follows:

- a) that the Assistant, although licensed by the Department of Real Estate, will have access to the MLS information solely under the direction and supervision of the Participant or Subscriber, and solely for purposes of clerical assistance;
- b) that the Assistant does not hold or use a SupraKey or a lockbox;
- c) that the Assistant does not attend meetings related to the MLS; and,
- d) that the Assistant does not participate in the marketing or sale of properties that are required to be listed in the MLS.

I further agree that I shall be responsible for payment of MLS participation fees, at the rate announced from time to time by the MLS, for clerical assistants for the Assistant until such time as I notify the MLS in writing of the termination of the Assistant’s employment. Such fees will not be pro-rated or refunded in the event of early termination.

Licensed Assistant Name (Print)

Licensed Assistant Signature Date _____

MLS Participant/Designated Broker Name (Print)

MLS Participant/Designated Broker Signature Date _____