

A. CLERICAL USERS:

Individual (whether licensed or unlicensed) under the direct supervision of an MLS Participant or Subscriber that performs only administrative and clerical tasks not requiring a real estate license or an appraiser's certificate or license. Clerical Users cannot have an "active" BRE license under a broker.

B. CLERICAL USER RULES:

It is understood that the privilege of the use of the MLS is at the discretion of the Subscriber (agent), and the Participant (broker) and the MLS.

Clerical Users/Assistants may have access to the information solely under the direction and supervision of the Participant or Subscriber. Assistants may not provide any MLS compilation or information to persons other than the Participant or the Subscriber under whom the Assistant/Clerical User is registered.

Clerical Users/Assistants are expressly prohibited from making photocopies, computer printouts, electronic transfers, or downloading the MLS data or compilations from anyone other than the Participant or Subscriber under whom the Clerical User /Assistant are registered.

Any information obtained by the Clerical User/Assistant from the MLS shall be considered confidential and exclusively for the use of the Participant or Subscriber.

The use of any MLS information by a Clerical User/Assistant outside of these constitutes a crime.



Assistant or Clerical MLS Access Application

The undersigned MLS Subscriber/MLS Participant Broker acknowledges that we are responsible for security and confidentiality of MLS information according to the MLS Rules and Regulations and Policies.

Clerical User Assistant: Billing for the clerical assistant will be made directly to the Broker or Agent. Broker’s approval is required for agent’s clerical user assistant. The charges will consist of a \$25.00 set-up fee with a \$30.00 quarterly access fee.

Payment of fees must be included with the application when submitted.

NOTE: Application, fees and a copy of the clerical user’s driver’s license is required.

Clerical User for Broker

Clerical User for Agent

Name of Clerical User: _____ Date: _____

Address: _____
(Street) (City) (State) (Zip)

Clerical User’s Email: _____ Phone: _____

Name of Agent/Broker: _____ Agent/Broker Membership No.: _____

Office Name: _____ Office Membership No: _____

Clerical User Signature: _____ Subscriber (Agent) Name _____

Agent Signature (if clerical or agent) _____

Participant (Broker) Name _____ Participant (Broker) Signature _____

I have received a copy of the MLS Rules & Regulations Initials: _____

I have received a copy of the MLS Citation policy Initials: _____

Broker Load Authorization Multiple Listing Service

I hereby authorize the following person(s) in my office to input new listings and changes directly into the MLS Computer for dissemination to all MLS users. I understand that “Broker Load” authority will only be given to those who have attended the appropriate training.

1. _____
2. _____
3. _____
4. _____
5. _____

Authorized by MLS Participant (Broker): _____

Signature (Broker) _____