



**MLS Access for Office or Personal Assistant**

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

Individuals (whether licensed or unlicensed) under the direct supervision of an MLS Participant or Subscriber that perform only administrative and clerical tasks that do not require a real estate license or an Appraiser’s certificate or license. If at any time the assistant performs licensed activity, 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:

**Office Assistant** (to Broker)      or       **Personal Assistant** (to agent/appraiser)

**Name of Assistant:** \_\_\_\_\_ **BRE #:** \_\_\_\_\_  
*(If licensed, print name as it appears on BRE license)* *(If applicable)*

**Home Address:** \_\_\_\_\_  
Street City Zip Code

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

**Name of Direct Supervisor:** \_\_\_\_\_ **Public ID:** \_\_\_\_\_

**Name of Office:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_  
Street City Zip Code

**Office Phone:** \_\_\_\_\_

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 (**Office Assistant**), Agent or Appraiser (**Personal Assistant**). The person known as the Direct Supervisor i.e. Broker, Agent, Appraiser, is responsible for ensuring that Office/Personal Assistants maintain the confidentiality of MLS information and access. If the Office/Personal Assistant breaches confidentiality, the Direct Supervisor i.e. Broker, Agent, Appraiser, will be 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:

**\$51.00 Quarterly**

**Agreement and Signatures:**

I have read and agree to follow the CRMLS Rules section 4.3 and 4.4. I understand that the term 'direct supervision' as used in the rules means providing instructions, and on a regular basis providing physical observation of the work being performed by User. The Direct Supervisor shall be immediately available to respond to questions from the User.

_____	_____	_____
Assistant Name (please print)	Assistant Signature	Date
_____	_____	_____
Broker Name (please print)	Broker Signature	Date
_____	_____	_____
Direct Supervisor (please print)	Direct Supervisor Signature	Date

**You may fax your complete application to 909-792-4889 or email it to:**

karen@eastvalleyaor.org  
claire@eastvalleyaor.org

Optional Payment Information (if you choose not to provide, we will call you once your application is complete and take your information over the phone)

Card Type:    Visa    MasterCard    American Express

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Billing Address for card: \_\_\_\_\_

Street

City

Zip Code