



MLS Access for Office/Personal Assistant

Office/Personal Assistants are individuals who, under the direct supervision of a Broker or Agent, perform only administrative and clerical tasks that utilize the MLS database and do not require a Real Estate License in accordance with the Department of Real Estate regulations.

Office/Personal Assistants are only authorized to provide MLS information to the Broker or Agent by whom he/she is employed. They may not provide any MLS compilation or information, whether in writing or verbally, to any other person.

The following must be done to initiate MLS access for each Office/Personal Assistant:

1. Fill out "Office/Personal Assistant Application" on back.
2. Have the "Office/Personal Assistant Application" signed by the Assistant, Agent (if applicable) and Broker. Submit the completed application to CVAR within 72 hours of employment.
3. Pay a \$65.00 non-refundable startup fee for each Office/Personal Assistant.

Bring or mail application to the Association office. A copy of completed forms should be retained by the Agent (if applicable), Broker and Office/Personal Assistant.

Responsibility for the Office/Personal Assistant is as follows:

1. The fee for Office/Personal Assistants to access the MLS is \$54 per quarter, payable to the Citrus Valley Association of REALTORS® ("CVAR").
2. The Agent/Broker is responsible for ensuring that Office/Personal Assistants maintain the confidentiality of MLS information and password. If the Office/Personal Assistant breaches confidentiality, the Agent/Broker will be subject to penalties as outlined in the Multiple Listing Service Rules & Regulations which could include fines and/or disciplinary action.
3. In the event the Office/Personal Assistant leaves the firm, the Agent/Broker must notify the Association.
4. It is strongly recommended that the employing Agent/Broker have a written employment agreement with their Assistant that includes an agreement that the Assistant will follow the guidelines established.

The Office/Personal Assistant category has been established to help ensure the integrity of the MLS database and to assist you with your business of listing and selling real estate. Your cooperation is essential to these goals.



Office/Personal Assistant Application

For Office Use Only:	
<input type="checkbox"/>	Office Assistant
<input type="checkbox"/>	Personal Assistant

Name of Assistant: _____
Last First Middle

Home Address: _____
Street City Zip Code

Cell Phone #: _____ E-mail Address: _____

SS# and DRE License # (if applicable): _____

Assistant To

(If Assistant works for other Brokers and/or Agents, please attach a list of those individuals)

Assistant to: _____

Agent Info: _____
Public ID# Office#

Office Name: _____

Office Address: _____
Street City Zip Code

Office Phone: (____) _____

I acknowledge that I am responsible for Assistant's Confidentiality of MLS information as outlined in the MLS Rules and Regulations and as shown on the reverse side and from time to time amended.

A \$65.00 non-refundable start-up fee is to be paid by me for the above Assistant.

\$65.00 fee paid _____ (If Assistant works for Agent, both Agent and Broker must sign form.)

Assistant Name (please print) Assistant Signature Date

Agent Name (please print) Agent Signature Date

Broker Name (please print) Broker Signature Date