



MLS Access for Office/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.

Office/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 do 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 anytime 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:

Name of Assistant: _____
(If Licensed, Print Name as it appears on DRE License)

Home Address: _____
Street City Zip Code

Cell Phone #: _____ E-mail Address: _____

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

Assistant to Broker/Agent/ Appraiser: _____
(If Assistant works for other Brokers, Agents and/or Appraisers, please attach a list of those individuals)

Broker/Agent/Appraiser Info: _____
Public ID# Office/Firm #

Office Name: _____

Office Address: _____
Street City Zip Code

Office Phone: (____) _____

