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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 current 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

ramo or Adolotant.			
(If Lice	ensed, Print Name as it ap	pears on DRE License)	
Address:			
	Street	City	Zip Code
Mobile Phone #:		E-mail Address:	
DRE License # (if applicable):_		_	
Assistant to Broker/Agent/Appr (If Assistant works for o		d/or Appraisers, please attac	h a list of those individuals)
Broker/Agent/Appraiser Info:			
,	Public ID#	Office/Firm	#
Office Name:			
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, Agent or Appraiser. The 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 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:

\$60 per Quarter \$35 SafeMLS™ SCOUT Security \$50 Application Fee

\$145 Total

Agreement and Signatures:

I acknowledge having receive from time to time. In addition make it available to any other	n, I am responsible for the				
Assistant Name (please print) Assistant Sig	Assistant Signature		 Date	
I acknowledge that I am respond information as set forth Assistant above and further termination of employment as	in the MLS Rules and Reagree to immediately no	egulations. I agree to pay a	any fees charge	d for the Office/Personal	
Agent Name (please print)	Agent Signat	ure	Date		
Broker Name (please print)	Broker Signa	ture	Date		
	Раум	ENT INFORMATION			
I authorize IVAR to debit my	credit/debit card for the a	mount of \$			
Visa	MasterCard	Discover		American Express	
Account No.:		Expira	ation Date:		
Authorized Signature		 Date			

OR

Enclosed is my check. (Please make checks payable to IVAR)