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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 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.

In order to initiate MLS access for each Office/Personal Assistant the following information must be provided to the Association:

Name of Assistant:
Address:
Mobile Phone #:
DRE License # (if applicable):
Assistant to Broker/Agent/Appraiser:
Broker/Agent/Appraiser Info:
Office Name:
Office Address:
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 received and read the MLS Rules and Regulations and agree to abide by their terms as amended from time to time. In addition, I am responsible for the security of my access information to the MLS and will not share or make it available to any other person.

\_\_\_\_\_  
Assistant Name (please print)                      Assistant Signature                      Date

I acknowledge that I am responsible for the Office/Personal Assistant named above and the confidentiality of MLS data and information as set forth in the MLS Rules and Regulations. I agree to pay any fees charged for the Office/Personal Assistant above and further agree to immediately notify the MLS and my Association of the Office/Personal Assistant's termination of employment as my assistant.

\_\_\_\_\_  
Agent Name (please print)                      Agent Signature                      Date

\_\_\_\_\_  
Broker Name (please print)                      Broker Signature                      Date

**PAYMENT INFORMATION**

I authorize IVAR to debit my credit/debit card for the amount of \$\_\_\_\_\_

Visa                       MasterCard                       Discover                       American Express

Account No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature                      Date

**OR**

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