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CLERICAL ASSISTANT REGISTRATION

****To be completed by Responsible Designated REALTOR® (DR)/Appraiser Participant****

4.3 Clerical Users. Clerical Users are 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. Clerical Users may join the MLS through their employing Participant or Subscriber. The Participant shall be responsible for the conduct of the Clerical User. Clerical Users shall be linked in the system to at least one Participant. They may also be linked to a particular Subscriber. Each Participant and Subscriber shall provide the MLS with a list of all Clerical Users employed by or affiliated as independent contractors with the Participant or Subscriber and shall immediately notify the MLS of any changes, additions or deletions from the list. Clerical Users shall also be subject to the following requirements:

- (a) Clerical Users are given a unique passcode;
- (b) Clerical Users must have any fees paid in full;
- (c) Participant or Subscriber linked to the Clerical User may be fined, disciplined or terminated for Clerical User’s misconduct;
- (d) Clerical Users shall sign a written agreement to abide by the rules and regulations of the MLS; and
- (e) Clerical Users shall complete any required orientation program of no more than eight (8) classroom hours within thirty (30) days after access has been provided, said individual to be given the opportunity to complete any mandated orientation program remotely.

Sharing of passwords is strictly prohibited.

Office/Firm Name: _____

Responsible Designated REALTOR® (DR) /Appraiser Participant: _____

Realtor Agent Subscriber: _____

Clerical Assistant Name: _____

Check one of the following:

Note: If a BRE license indicates NBA the clerical is considered an UN-LICENSED assistant.

_____ **Clerical Assistant** – works with a single Realtor/Appraiser Participant or Realtor Subscriber (A licensed assistant with the ability to add/edit listings for only the Agent, Office Manager & Broker to which they are name “Assistant To”). Cancellation of listing(s) must be made by Broker and/or authorized Office Administrator.

OR

_____ **Office (Firm) Manager** – works with the Responsible DR/ Participant in a single or multiple offices. (A licensed assistant with the ability to add/edit listings for all members of the office.) Office Manager may cancel listings? **YES** _____ **NO** _____

Does clerical assistant hold a real estate or appraiser license?: NO ___ YES ___ BRE# _____ OREA# _____

If licensed, assistant may not qualify for clerical classification, license status will be verified. (Please submit copy)

CAR Member Legal Services <https://www.car.org/riskmanagement/qa/licensing-folder/unlicensed-assistants/?highlight=clerical%20assistants>

Realtor Agent of Assistant: _____

Print Name

Signature

Date

As Responsible Realtor (DR) /Appraiser Participant I agree to pay a non-refundable \$250 annual fee per each clerical assistant (Sect. 5.1.7 or 5.1.6). Each clerical assistant will be issued a MLS User Login/ID and password. I will notify the MLBOR immediately when a clerical worker’s employment has ceased and at which time the login and password will be de-activated. I understand that MLS orientation is mandatory for all new clerical users before being given access to the MLS. I agree upon acceptance to abide by the MLBOR MLS Rules in force at this time and as may from time to time be amended by the Board/Association.

Signature: _____ Broker Request MLS User Security Level: _____ Date: _____

By signing as the Responsible Realtor (DR)/Appraiser Participant, you are authorizing the above named assistant access as indicated.

Level 0: User has no access to the MLS system

Level 2: User has access to sold information, can run listing and membership reports, generate CMAs, send e-mails, and add contacts.

Level 3: User can perform same as level 2 with access to all listing status information. Maintaining listing information is not permissible.

Level 5: Office Manager. User access to all listing statuses and maintenance privileges for all listings associated with employing Broker’s office.

Office Use:

Fee Collected: _____ MLS ID#: _____ PW: _____ Completed Orientation: _____

