



## 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 any time 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:**

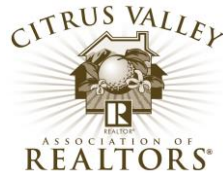
\_\_\_\_\_  
Name of CVAR Member Public ID

CVAR HQ  
504 E. Route 66  
Glendora, CA 91740  
[memberservices@cvar.net](mailto:memberservices@cvar.net)

CVAR EAST  
8229 Rochester Ave., #120  
Rancho Cucamonga, CA 91730

CVAR WEST  
1170 Durfee Ave., Suite A  
South El Monte, CA 91733

PH: (909) 305-2827  
[www.cvar.net](http://www.cvar.net)



**Broker/Agent/Appraiser Name:** \_\_\_\_\_ **Public ID#:** \_\_\_\_\_

**Office Name:** \_\_\_\_\_ **Office/Firm #:** \_\_\_\_\_

**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 Brokers, Agent or Appraiser. The Broker/Agent/Appraiser is responsible for ensuring that 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:**

- ☐ \$65.00 Start-up Fee
- ☐ \$35.00 Security Fee
- ☐ \$56.00 per Quarter MLS Fees

**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