

TIGAR

The Inland Gateway
Association of REALTORS®

321 E. Sixth St., Corona, CA 92879
Phone 951-735-5121, Fax 951-735-0335

MLS ACCESS FOR OFFICE/PERSONAL/APPRaiser ASSISTANT APPLICATION

Check one: Office Assistant

Personal Assistant

Appraiser Assistant

_____ is an assistant to: _____
Clerical Assistant's Name Broker/Agent/Appraiser Name

of _____
Office Name Required- Broker/Agent/Appraiser Public ID

I, _____ understand that clerical assistant users may
Broker/Agent/Appraiser

only be authorized to have "limited access" to the MLS for office/personal/ appraiser clerical support only. I understand that clerical assistant users are not allowed to use information in any way other than to provide such information to me. Persons performing any such activities that require a real estate or appraisal license are not eligible for this office/personal assistant classification. I further understand that any violation by an office/personal assistant employed by me, under contract with me, or used by me, is my sole responsibility and can result in discipline and ultimate termination of MLS service.

As per the MLS Rules and Regulations, Article 4 Section 3, individuals under the direct supervision of an MLS participant or subscriber, who performs only administrative and clerical tasks that do not require a real estate license, or an appraiser certificate, or license are eligible. Each participant and subscriber shall provide the MLS with an updated list of all clerical assistant(s) employed by or affiliated as independent contractors with the participant or subscriber and shall immediately notify the MLS of any changes, additions, or deleting from the list. The use of lockboxes and Supra KEYS are prohibited for office/personal/appraiser assistant users. As per the MLS Rules and Regulations, the clerical assistant fees are not transferable.

Designated REALTOR®/Broker Signature (required)

Agent/Appraiser Signature (required)

Effective Date

Clerical Assistant Signature (required)

Clerical Email Address