

Assistant will read and Initial

As an Assistant...

1. I understand that I work directly under the supervision of a Broker Participant, R.E., Subscriber, Appraisal Participant or Appraisal Subscriber (Supervisor*). _____ Assistant's Initials
2. I will not act as a Real Estate Agent, Sales person or Broker. _____ Assistant's Initials
3. I will not show property or refer listings to the public. _____ Assistant's Initials
4. I can only add a listing to the MLS and assign the listing under my Supervisor's name. Therefore, I will not have separate listings from my Supervisor. _____ Assistant's Initials
5. I know that my Supervisor will be the only contact for MLS listings. _____ Assistant's Initials
6. I am not allowed to communicate with a separate email address. All email communication will be sent to the Assistant's Supervisor's email address. _____ Assistant's Initials
7. I will not be able to access the MLS and will lose my MLS rights if my Supervisor ceases to be a MLS customer. _____ Assistant's Initials
8. I will not be able to access the MLS if I choose to quit working for my Supervisor. _____ Assistant's Initials
9. I will not use the Customer Agent ID number or passcode of any other person or Real Estate agent. _____ Assistant's Initials
10. I may obtain a Sentrilock Smart Card which will only entitle me to access the shackle functions and key compartment on my Supervisor's Sentrilock box. I am prohibited to use this card for any other reason or for any other Agent or Real Estate company other than the Supervisor that I am assisting. _____ Assistant's Initials

Assistant Information:

Assistant Name: _____
If you have a DRE License write your name as it appears on the license.

Telephone Number: _____

I DO hold a CA Real Estate License I do NOT hold a CA Real Estate License _____
Applicant Initials Here

DRE License #: _____ Expiration Date: ___/___/___

Name of Broker/Agent you are assisting: _____ Agent # _____

Email address of Broker/Agent you are assisting: _____

Office Information:

Firm Name: _____ Firm #: _____

Firm Address: _____
Street Apartment or Suite #

City State Zip

Office Telephone: _____ Office Fax: _____

Agreement: I have received and agree to abide by the MLS rules and regulations, as well as all relevant administrative policies. I will observe these with such amendments as may be made hereafter for as long as I remain an Assistant. I understand that I have 90 days to attend the mandatory SANDICOR orientation. I am aware that **Tempo** is ONLY compatible with Internet Explorer 6.0 and above. I am responsible for the security of my Assistant Security Code and will not share or make it available to any one else.

Signature of Assistant Date Signature of Responsible Broker/Agent Date

Agreement: The above Assistant is affiliated with my office. I authorize this person access to the SANDICOR, Inc. Multiple Listing Service (MLS). I understand that I am responsible for the Assistant's use or misuse of the MLS service, in accordance with SANDICOR, Inc. Rules and Regulations.

Signature of Broker of Record Date

----- **MLS Fees are Non-Refundable and Non-Transferable** -----

MLS Application Fee \$35.00 MLS Orientation Fee **Waived**
MLS Assistant Quarterly Fee: \$19.98 MLS Assistant Reinstatement/Reactivation Fee: \$30.00

Please bill my: _____  _____  _____  _____  _____

Total To Charge: \$ _____

My Card Number is: _____ Expiration Date is: _____

Authorized Signature: _____ Date: _____

Office Use Only:

Assistant # _____ Assistant for Broker/Agent # _____

Revised 08/20/09