



Multiple Listing Service ASSISTANT APPLICATION

Central
4340 Genesee Ave. #203
San Diego, CA 92117

South
880 Canarios Ct., Ste. 100
Chula Vista, CA

East
1150 Broadway
El Cajon, CA 92021

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, nor will I affiliate my license with an employing 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 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
7. I will not be able to access the MLS if I choose to quit working for my Supervisor. Assistant's Initials
8. I will not use the Customer Agent ID number or passcode of any other person or Real Estate agent. Assistant's Initials
9. 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.
91910
Telephone Number: _____ *This is the number which will appear in the Roster*
☐ 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 # _____
Your email address: _____

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 Multiple Listing Service (MLS) orientation. 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 Multiple Listing Service (MLS). I understand that I am responsible for the Assistant's use or misuse of the MLS service, in accordance with the Multiple Listing Service (MLS) Rules and Regulations.

Signature of Broker of Record _____ Date _____

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

MLS Application & Scout Password Fee: \$50.00
MLS Assistant Quarterly Fee: \$34.99 MLS Assistant Reinstate/Reactivation Fee: \$30.00

Print First/Last Name _____ Middle Initial _____
☐ American Express ☐ Discover ☐ Master ☐ Visa
Credit Card Number _____ Expiration _____ Security Code _____
Name on Card _____
Credit Card Billing Address _____ City _____ State _____ Zip Code _____