



# APPLICATION **MLS Clerical User**

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Clerical Users are individuals (whether licensed or unlicensed) under the direct supervision of a 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. Clerical Users shall be linked in the system to one Participant and may also be linked to a particular Subscriber. The Participant and Subscriber shall be responsible for the conduct of the Clerical User and may be fined, disciplined or terminated for Clerical User's misconduct. Each Participant and Subscriber shall provide the MLS with a list of all Clerical Users employed by or affiliated with the Participant or Subscriber and shall immediately notify the MLS of any changes, additions or deletions from the list (4.3).

Clerical Users are expressly prohibited from displaying or distributing MLS information, including but not limited to making photocopies, computer printouts, electronic transfers (including email),

or downloading the MLS data or compilations to anyone other than the Participant or Subscriber under whom the Clerical user is registered (12.14.1). Any information obtained by the Clerical User from the MLS shall be considered confidential and exclusively for the use of the Participant or Subscriber.

Clerical Users may be assessed application fees, computer access fees and other fees. The Participant for the Clerical User shall be responsible for all such fees (5.1.7). Fees are non-refundable and non-transferable.

Clerical Users are not eligible for lockbox privileges (13.1). Clerical Users are assigned unique login credentials and are considered non MLS subscribers. **Licensed individuals must be identified as NBA (No Broker Attached) with the DRE and Broker-Licensed individuals must submit certification of non-use to be eligible for Clerical User MLS access.**

**Clerical User Name:** \_\_\_\_\_

**DRE Licensed:**  No  Yes, License #: \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

*Applicant with license must be identified as NBA (No Broker Attached) with DRE to be eligible for Clerical User MLS access.*

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Assigned Office Name:** \_\_\_\_\_

**Broker-Participant Name:** \_\_\_\_\_

Please select the access rights for the Clerical User (select only ONE):

**Clerical – Office Assistant (CLOA):** Administrative access to assigned office listings only. Access rights include ability to add, modify and approve listings of assigned office only.

**Clerical – Personal Assistant (CLPA):** No access rights to manage office listings. Limited access to authorized Subscriber's listings only. CLPA will use the "Super-User" tool to access the authorized Subscriber's listings and have equivalent access rights of authorized Subscriber when using feature. [Please complete Super-User form.](#)

Authorized Subscriber: \_\_\_\_\_

**Clerical – Head Office Assistant (CHOA):** Administrative access to all office listings including any branch offices of the Participant. *Clerical User access rights reserved for multi-branch offices only.*

### CLERICAL USER FEE\*

\$135/annually from July – June.

See chart below to calculate amount for new clerical users. Amount is prorated monthly according to Join Date\*\*

	Application	Access	TOTAL	JUL	25.00	135.00	160.00
JAN	25.00	67.50	92.50	AUG	25.00	123.75	148.75
FEB	25.00	56.58	81.25	SEP	25.00	112.50	137.50
MAR	25.00	45.00	70.00	OCT	25.00	101.25	126.25
APR	25.00	33.75	58.75	NOV	25.00	90.00	115.00
MAY	25.00	22.50	47.50	DEC	25.00	78.75	103.75
JUN	25.00	11.25	36.25				

\*Broker-Participants with individuals designated as CLERICAL USERS may be relieved from payment of MLS participation access fee (\$576) and be eligible for **CLERICAL USER FEE** by certifying that the licensed or certified person will perform only administrative and clerical tasks that will not require a real estate license or an appraiser's certificate. In the event a licensed or certified person is found in violation, Broker-Participant shall be responsible for all fees, including but not limited to citation fines and MLS dues dating back to the date of this certification. Broker-Participant shall notify the MLS immediately of any changes to the submitted information.

\*\*Example: New clerical user joining in September. Total clerical user fee at time of join date is \$137.50 and account is valid until end of current billing cycle (June of next year).

The undersigned parties hereby agree to the terms of the clerical user application and shall abide by the rules and regulations of the MLS.

**Broker-Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Clerical-Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agent-Subscriber Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Agent signature required if Clerical User assigned as a Personal Assistant.*