



PVPAR
PALOS VERDES PENINSULA
ASSOCIATION of REALTORS®

Personal Assistant Application

MLS Access - Fee \$150 (Semi-Annual Fee) Apr-Sept / Oct-Mar

\$50 - Processing Fee (one-time fee)

\$35 - Security Fee (one-time fee)

NAME: _____ EMAIL: _____

HOME ADDRESS: _____

ASSISTANT TO (AGENT): _____ AGENT'S CRMLS ID: _____

OFFICE NAME: _____

OFFICE ADDRESS: _____

LICENSED: YES ___ NO ___ (IF YES, DRE LICENSE NUMBER: _____)

I am aware that all MLS information is strictly confidential and understand the statements below:

- 1. I will not Share any MLS data with anyone other than the participant shown below.*
- 2. I will not share my MLS password with anyone.*
- 3. I will not utilize any lockbox entry keys.*

ASSISTANTS SIGNATURE: _____ DATE: _____

I acknowledge that I am responsible for my assistant maintaining confidentiality of the MLS information as outlined in the MLS Rules and will instruct my assistant of these rules. I agree to pay any fees charged for assistants. I also agree to immediately notify the MLS/AOR of any change in assistant's employment within 24 hours of termination. Their password must be immediately deactivated.

There will be a semi-annual renewal fee.

SUBSCRIBER'S SIGNATURE (AGENT): _____ Date: _____

PARTICIPANT'S SIGNATURE (BROKER): _____ Date: _____

MLS CONFIDENTIALITY STATEMENT

It is understood that the assistant will be sponsored by an MLS Participant or Subscriber and that the Assistant's access level will be the same as the employing participant or subscriber.

ASSISTANT AGREES TO READ AND ABIDE BY THE MLS RULES AND REGULATIONS.

Assistants are expressly prohibited from:

- 1. Making photocopies, computer printouts, electronic transfers or downloading of MLS data for or displaying such MLS information to ANYONE OTHER THAN THE EMPLOYING participant or subscriber*
- 2. Prohibited from using any lockbox entry key.*

The use of the MLS information by assistants outside of these parameters constitutes a crime.

(Code Section 502)

ASSISTANT'S SIGNATURE: _____ Date: _____

PARTICIPANT'S SIGNATURE (BROKER): _____ Date: _____

SUBSCRIBER'S SIGNATURE (AGENT): _____ Date: _____