

TIGAR CLERICAL MLS ACCESS APPLICATION

The Inland Gateway
Association of REALTORS®

• 321 E. Sixth St. Corona, CA 92879 • Ph: 951.735.5121 • Fax: 951.735.0335 • www.tigar.org

Please check one of the options below:

Office Assistant

Add/Edit rights on behalf of
entire office

Personal Assistant

Add/Edit Rights on behalf of a
responsible agent

Appraiser Assistant

Add/Edit Rights on behalf of a
responsible appraiser

CLERICAL APPLICANT INFORMATION

First Name: _____ Last Name: _____

Date of Birth : ____ / ____ / ____ Contact Phone # : _____

Email Address : _____

I do not have a California BRE License

I have a BRE license *Valid licenses must have a status of "Licensed NBA" (No Broker Affiliation)*

BRE License # : _____ Expiration Date : ____ / ____ / ____

AGENT/OFFICE INFORMATION

Responsible Agent/ Broker Applicant will be working on behalf of.

First Name: _____ Last Name: _____

Agent MLS ID : _____

Office : _____

I understand that clerical applicant users may 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 support to the agent the clerical is working on behalf of. 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, under contract, or used by the agent, is the agent's 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.

Clerical Applicant Signature (Required) Date: _____

Agent/ MLS Subscriber Signature (Required) Date: _____

Designated REALTOR®/ Broker Signature (Required) Date: _____