



**LETTER OF AUTHORIZATION FOR SECRETARY ON-LINE ACCESS**

I, \_\_\_\_\_ a **participant/broker** in the Multiple Listing Service of the Bay East Association of REALTORS®, hereby apply for an additional access code for the following individual:

Secretary (Can access/input listing information for the entire firm)

Secretary Email Address (Required): \_\_\_\_\_

**If above named individual needs admin rights to more than one branch of the firm, please list all addresses below.**

**Office Location(s):**

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Clerical users are individuals (whether licensed or unlicensed) under the direct supervision of an 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. The participant shall be responsible for the conduct of the Clerical user. Clerical Users shall be linked in the system to at least one Participant. They may also be linked to a particular Subscriber. Each participant and subscriber shall notify the MLS of all clerical users employed by or affiliated as independent contractors with the participant or subscriber and shall immediately notify the MLS of any changes, additions or deletions from the list. Clerical Users shall also be subject to the following requirements:

- a. Clerical users are given a unique passcode;
- b. Clerical Users must have any fees paid in full;
- c. Participant or Subscriber linked to the Clerical User may be fined, disciplined or terminated for Clerical User's misconduct;
- d. Clerical Users shall sign a written agreement to abide by the rules and regulations of the MLS; and
- e. Clerical Users shall complete any required orientation program of no more than eight (8) classroom hours within sixty (60) days after access has been provided.

I understand that I have and accept full responsibility for this individual's compliance with the Multiple Listing Service Rules and Regulations, as well as the code set forth by the California Department of Real Estate. I understand the above named will receive such access purely on my behalf. I further understand that should the above-named individual leave my employ that I must notify the Bay East Association in writing no later than the effective termination day of the above-named individual. Failure to do so may result in the assessment of a fine in the amount of \$250, or possible termination of your MLS participation. Other Civil Code Penalties may apply.

I understand that the secretary may not hold an active Real Estate License and may only access the system for the sole purpose of assisting agents in the office.

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I further understand and agree that the above-named individual **must attend a mandatory MLS Orientation class and until this requirement is met they will receive a 60-day temporary MLS Login/Password.** I further agree that in the event they fail to attend the mandatory MLS orientation within sixty (60) days of this application the 60-day temporary password will be revoked and MLS access suspended until they complete the requirements.

I understand the fee for the above-named individual to receive access is a one-time Membership Initiation fee of \$50.00 plus \$150.00 annually, July 1 through June 30, prorated \$12.50 monthly.

Agents Name \_\_\_\_\_

Office \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**MLS Participant/Broker**

***To submit application:***

***Fax (925) 730-0237***

***EMAIL: [memberservices@bayeast.org](mailto:memberservices@bayeast.org)***

**To pay by Credit Card Member Services will contact you within 1-2 business days**

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