

## LICENSED SECRETARY APPLICATION

I, \_\_\_\_\_ a participant (broker) agree to allow the below-named secretary to access the Multiple Listing Service of the Bay East Association of REALTORS®.

**Secretary Name:** \_\_\_\_\_

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

**Social Security # (last 4 digits):** \_\_\_\_\_

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 no longer be employed 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 my MLS participation. Other Civil Code Penalties may apply.

I understand the fee for the above-named secretary to receive access is \$200 annually (October 1 through September 30; \$16.67 per month if prorated.)

Broker's Name \_\_\_\_\_ Member Number \_\_\_\_\_

Office Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
MLS Participant/**Broker**

Check enclosed for \$ \_\_\_\_\_ Charge \$ \_\_\_\_\_ to my \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard

Charge Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Verification Code (3 digit code on back of card) \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Name as it appears on Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ASSOCIATION OF REALTORS®

7901 Stoneridge Drive, Suite 150  
Pleasanton, CA 94588  
(925) 730-4060 Fax (925) 730-0246  
1-800-773-3103  
<http://www.bayeast.org>



**LICENSED SECRETARY AGREEMENT**

I hereby apply for a license for use of the Multiple Listing Service of the Bay East Association of REALTORS® (the “MLS”) by the secretary (the “Secretary”) named below. I hereby certify under penalty of perjury as follows:

- a) that the Secretary, although licensed by the Department of Real Estate, will have access to the MLS information solely under the direction and supervision of the Participant or Subscriber, and solely for purposes of clerical assistance;
- b) that the Secretary does not hold or use a SupraKey or a lockbox;
- c) that the Secretary does not attend meetings related to the MLS; and,
- d) that the Secretary does not participate in the marketing or sale of properties that are required to be listed in the MLS.

I further agree that I shall be responsible for payment of MLS participation fees, at the rate announced from time to time by the MLS, for clerical assistants for the Secretary until such time as I notify the MLS in writing of the termination of the Secretary’s employment. Such fees will not be pro-rated or refunded in the event of early termination.

\_\_\_\_\_  
Licensed Secretary Name (Print)

\_\_\_\_\_  
Licensed Secretary Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MLS Participant/Designated Broker Name (Print)

\_\_\_\_\_  
MLS Participant/Designated Broker Signature

\_\_\_\_\_  
Date