

APPRAISER AGREEMENT AND APPLICATION FOR UNLICENSED ASSISTANT ACCESS

An Appraiser Unlicensed Assistant Access (AUAA) is the sole property of the real estate Broker/Agent employing the assistant. The AUAA cannot be transferred and is non-refundable. The Broker/Employing agent is **solely responsible** for the activities of the Unlicensed Assistant, not only to the MLS, but also to the Real Estate Division. Per MLS Policies, Unlicensed Assistants may:

- Gather data and information through surveys
- Order reports and services from third parties (i.e., pest control reports, title companies, appraisers)
- Place signs
- Greet the public as a host or hostess only
- Deliver flyers or handouts (if they do not verbally make a sales pitch)
- Prepare CMAs
- Perform secretarial and bookkeeping functions
- Check documents and files for completeness
- Prepare and design advertising that must be approved by Licensee
- Do mailing, delivering or picking up of documents
- Obtain signatures from a principal, after a conversation between Licensee and Principal is made and logged, discussing documents to be signed.

Unlicensed Assistants may not:

- Solicit for new business or make a sales pitch about any Licensee or company
- Show property for sale (except resident managers or employees of a property management company who manage an apartment complex)
- Use keysafe/keybox key
- Discuss terms or conditions of a possible sale
- Discuss features of a property including location, schools or other features
- Discuss with or give MLS information to the public
- Discuss the content, relevance, importance or significance of documents or instruments with a principal or service provider
- Solicit appointments for a Licensee.

If an Unlicensed Assistant performs any of the functions denied them in the above paragraph the employing agent will be held accountable through the MLS and the Real Estate Division.

The applicant Broker/Employing Agent agrees to the following terms:

- The Appraiser Unlicensed Assistant's Access to MLS is subject to MLS Rules and Regulations and Policies as may be amended and supplemented from time to time.
- The Broker/Employing Agent is responsible for ensuring and monitoring compliance.
- Use of the AUAA is limited to the purposes permitted by the MLS Rules and Regulations.
- The AUAA shall not be loaned, shared, disclosed or allowed to come into the possession of any other person with the exception of the Designated REALTOR® and/or Office Administrator.
- Disclosure of the AUAA which results in access to the MLS by an unauthorized third party, whether such disclosure is the result of intention or negligence, shall result in the following sanctions against the Broker or Employing Agent: first offense, \$500; second offense, \$1,000; third offense, revocation of the AUAA. All other alleged violations of the MLS Rules and Regulations by an Unlicensed Assistant shall subject the Broker/Employing Agent to discipline in accordance with Section 9 of the MLS Rules and Regulations.

APPRAISER APPLICATION FOR UNLICENSED ASSISTANT ACCESS

I understand the limitations of obtaining an Unlicensed Assistant Access through the Multiple Listing Service of the Greater Las Vegas Association of REALTORS®. I hereby request one Appraiser's Unlicensed Assistant Access at a non-refundable cost of \$240.00 per year billed semi-annually. Administrative Access purchased during the year will be billed the current prorated fee when the AUAA is assigned. **Renewal is not automatic, you must renew in March of each year and the fee is non-refundable. You must re-apply for your current Appraiser Unlicensed Assistant Access in person prior to March 31, 2007. Please note: Unlicensed Assistant Access for Appraisers does not have full access to the MLS and does not have the ability to Add/Modify listings.**

Agent Name (Last, First MI)		Public ID:
Company Name:		Office Code:
Address:		City, State, Zip
Contact #:	Office Phone #:	Office Fax #:
<i>By signing below, Broker and/or Agent acknowledges primary responsibility for the misuse or sharing of the Unlicensed Assistant Access, including any fines and penalties pursuant to MLS Rules and Regulations and MLS Policies</i>		
Name of Individual using Unlicensed Assistant Access:		Phone #:
Designated Appraiser/Broker Signature:		Date:
FOR GLVAR USE ONLY		
Delivered By: MAIL FAX IN PERSON RUNNER OTHER		
Date Received Application:		Access Creation Date:
Public ID # Assigned:		Private ID Assigned:
Access Created by:		Date:

Please check here if this is your first request for an Appraiser Unlicensed Assistant Access.

Please fax or return to:
GREATER LAS VEGAS ASSOCIATION OF REALTORS®
 Attn: MLS Department
 1750 E. Sahara Ave.
 Las Vegas, NV 89104
 Phone: (702) 784-5050 Fax: (702) 732-3154