

AGREEMENT AND APPLICATION FOR BROKER'S ADMINISTRATIVE ASSISTANT ACCESS

The Broker's Administrative Assistant Access (AAA) is the property of the Participant's Office and will remain with the Participant's Office when the Administrative Assistant using the Access leaves the Participant's Office. Each office is entitled to one (1) free Administrative Assistant Access and can purchase additional AAAs at a non-refundable cost of \$240.00 each per year billed semi-annually. Additional Access(es) purchased during the year will be billed the current pro-rated fee when the Access is assigned. The Broker is **solely responsible** for the activities of the Administrative Assistant, not only to the MLS, but also to the Real Estate Division.

- If licensed, an Administrative Assistant must be a full-fledged member of MLS with his/her own Public ID number, unless they have placed their license in inactive status and have documentation from the Real Estate Division verifying this status.
- GLVAR will automatically invoice you on March 1st and September 1st for any additional Access at \$120.00 semi annually. If you would like to cancel the Access please contact the MLS department before the billing date. In order to extend Administrative Assistant Access, a renewal application must be completed and returned in March of each year.
- Administrative Assistant Access is strictly for use in assisting a Broker entering listings into the MLS system. No listings may be placed in the MLS system with an Administrative Assistant Access shown as the "Listing Agent."

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 CMA's
- 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.

The applicant Broker agrees to the following terms:

- The Administrative 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 is responsible for ensuring and monitoring compliance.
- Use of AAA is limited to the purposes permitted by the MLS Rules and Regulations.
- The AAA 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 AAA 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: first offense, \$500; second offense, \$1,000; third offense, revocation of the AAA. All other alleged violations of the MLS Rules and Regulations by an Administrative Assistant shall subject the Broker to discipline in accordance with Section 9 of the MLS Rules and Regulations.

APPLICATION FOR BROKER'S ADMINISTRATIVE ASSISTANT ACCESS

I understand the limitations of obtaining a Broker's Administrative Assistant Access through the Multiple Listing Service of the Greater Las Vegas Association of REALTORS®. I hereby request one Broker's Administrative Access at a non-refundable cost of \$240.00 per year billed semi-annually. Administrative Access(es) purchased during the year will be billed the current prorated fee when the Access is granted. **Renewal is not automatic, you must renew in March of each year. You must re-apply for your current Administrative Access in person prior to March 31, 2007 and the fee is non-refundable.**

Broker Name (Last, First MI)		Public ID:
Company Name:		Broker Code:
Address:		City, State, Zip
Contact #:	Office Phone #:	Office Fax #:
<i>By signing below, Broker acknowledges primary responsibility for the misuse or sharing of the Administrative Assistant Access, including any fines and penalties pursuant to MLS Rules and Regulations and MLS Policies</i>		
Name of Individual using Administrative Access:		Phone #:
Broker Signature:		Date:
REALTOR® Participant 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 a Broker's Administrative Assistant Access.

Please fax or return to:

<p>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</p>
