

## **AGREEMENT AND APPLICATION FOR UNLICENSED ASSISTANT ACCESS**

An Unlicensed Assistant Access (UAA) is the sole property of the real estate agent employing the assistant. The UAA cannot be transferred and is non-refundable. The 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 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 key safe/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 Employing Agent and his or her Broker agrees to the following terms:**

- The Unlicensed Assistant's access to MLS is subject to MLS Rules and Regulations and Policies as may be amended or supplemented from time to time.
- The Employing Agent is responsible for ensuring and monitoring compliance.
- Use of UAA is limited to the purposes permitted by the MLS Rules and Regulations.
- UAA 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 UAA 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 Employing Agent and/or his or her Broker: first offense, \$500; second offense, \$1,000; third offense, revocation of the UAA. All other alleged violations of the MLS Rules and Regulations by an Unlicensed Assistant shall subject the Employing Agent and/or his or her Broker: to discipline in accordance with Section 9 of the MLS Rules and Regulations.

## 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 Agent's Unlicensed Assistant 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 assigned. **Renewal is not automatic, you must renew in March of each year. You must re-apply for your current Unlicensed Assistant Access in person prior to March 31, 2007 and the fee is non-refundable.**

Agent Name (Last, First MI)		Public ID:
Company Name:		Broker Code:
Address:		City, State, Zip
Contact #:	Office Phone #:	Office Fax #:
<b><i>By signing below, Agent and Broker acknowledge 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></b>		
Name of Individual using Unlicensed Assistant Access:		Phone #:
Agent Signature:		Date:
Broker Signature:		Date:
<b>FOR GLVAR USE ONLY</b>		
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 Unlicensed 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>
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