



APPLICATION FOR CLERICAL USER

Ventura County Multiple Listing Service (VCMLS)

CLERICAL USER DISCLOSURE AGREEMENT

Clerical User Access

1. A Clerical User must be sponsored in writing by an MLS Participant (Broker).
2. A Clerical User will read and agree to abide by the MLS Rules and Regulations.
3. MLS recommends the Participants and Subscribers have a written agreement with the Clerical User and complies with all applicable State and Federal employment of Independent Contractor laws.

Clerical User Access

1. It is understood that clerical MLS access is a privilege held and maintained at the discretion of the Participant (Broker), Subscriber (Agent) and the MLS and this privilege may be terminated or revoked at anytime without prior notice to the Clerical User.
2. Clerical Users are expressly prohibited from displaying, making photocopies, computer printouts, electronic transfers or downloading of and providing MLS information to anyone other than the Participant or Subscriber under whom the Clerical User is registered.
3. Clerical Users may have access to the information solely under the direction and supervision of the Participant and Subscriber.
4. Any information obtained by the Clerical User from the MLS shall be considered confidential and exclusively for the use of the Participant or Subscriber.
5. The use of any MLS information by a Clerical User outside of these parameters may constitute a criminal act under California Penal Code Section 502(c).
6. The MLS or Association through the appropriate committee will conduct a disciplinary hearing regarding any claim of a breach of confidentiality by Participants/Subscribers or Assistant regarding divulging password and/or log on code to any person whether licensed or unlicensed pursuant to MLS Rules and Regulations.
7. It is required that Assistant must attend the New Member Orientation within a two month period. It is also advisable that Participant/Subscriber shall require Assistant to have attend training on the flexmls system through the MLS.

MLS Rule 4.3 regarding Clerical Users states "... Each Participant and Subscriber shall provide the AOR/MLS with a list of all Clerical Users employed by or affiliated as independent contractors with the Participant or Subscriber and shall immediately notify the AOR/MLS of any changes, additions, or deletions from the list."

Unauthorized Clerical User Access and Uses of MLS Information, Unauthorized Sharing of MLS Information and Pass Codes are Tier 3 Violations. Tier 3 violations incur a \$1,000 fee for the first offense and \$2,500 for 2nd and subsequent violations. MLS privileges may be suspended.

The Participant and/or Subscriber is responsible for all violations incurred.

Initials

CLERICAL USER APPLICATION

Clerical Users are individuals under the direct supervision of an MLS Participant or Subscriber that performs administrative and clerical tasks only, that do not require a real estate license or an Appraiser's certificate or license.

First Name of Clerical User Middle Initial Last Name

Home Address City State Zip Code

Mobile Phone E-mail

Social Security # (last four digits only) Drivers License # Exp. Date

ASSISTANT TO:

Clerical User Assigned to (Name of Broker/Agent as appears on license.) Broker/Agent MLS#

Firm Name Firm Phone

Firm Address City State Zip Code

Each of the undersigned hereby agree to abide by the terms of Ventura County MLS Clerical User Disclosure Agreement and CARETS/VCRDS MLS Rules and Regulations.

Participant/Broker Participant Signature Date

Subscriber/Agent Subscriber Signature Date

Clerical User Clerical User Signature Date

Temporary Access Password: _____
(please provide 6-8 characters, combination of letters and numbers)

FOR OFFICE USE
MLS # _____

CLERICAL USER FEES CREDIT CARD AUTHORIZATION FORM

I, _____, hereby authorize the Ventura County Coastal Association of REALTORS® to charge my credit card as per the details indicated below.

Name as shown on card Phone

Card Billing Address City State Billing Zip Code

American Express Discover Mastercard Visa

Card Number Exp. Date CVC Code Billing Zip Code

Signature

MLS Initiation Fee	\$50.00
MLS Annual Fee	<u>\$100.00</u>
MLS Total Payment	\$150.00

FAX OR EMAIL YOUR COMPLETED APPLICATION TO: 805-981-2107 - BARBARA@VCREALTORS.COM