



CRMLS Assistant Access Agreement

This agreement is between the South Bay Association of REALTORS® and the supervising broker, supervising agent and the assistant for assistant access to CRMLS.

Assistant Access

In the event that the supervising broker or agent has not paid their MLS fee, the assistant’s access will be suspended until all fees are current.

The assistant must be under direct supervision of the supervising agent. Direct supervision as defined in CRMLS Rules section 4.3 and 4.4 means providing instructions, and on a regular basis providing physical observation of the work being performed by User. The Direct Supervisor shall be immediately available to respond to questions from the User.

An Assistant must take an Introduction to Matrix course and they may take any other CRMLS offered trainings.

An Assistant must pay a one-time SBAOR processing fee of \$25, a one-time MLS security fee of \$25 and a MLS fee of \$93 (prorated monthly).

An Assistant will read and agree to abide by the CRMLS Rules and Regulations and the Data Integrity Standards, which prohibits the sharing of their CRMLS password.

Assistants are expressly prohibited from providing MLS information, making photocopies, computer printouts, electronic transfers or downloading of CRMLS data or compilations for **ANYONE** other than the supervising agent and broker under whom the Assistant is registered. All CRMLS data shall be considered confidential and exclusively for the supervising agent and broker under whom the Assistant is registered.

CRMLS Mandatory Matrix Training

I understand that the MLS requires that I attend an Introduction to Matrix training class that must be taken within sixty (60) days from my join date to maintain MLS access. I also understand that there is a no show fee of \$50 if I sign up for a Matrix class and do not cancel within the 48 hour time frame.

In addition, I understand that if I fail to take an Introduction to Matrix class within 60 days from my join date my MLS access will be suspended. Applicant initials _____

I HAVE READ AND UNDERSTOOD THE ASSISTANT RULES AND ACCESS REQUIREMENTS

Assistant Signature

DATE

Supervising Agent Signature

DATE

Supervising Broker Signature

DATE

South Bay Association of REALTORS®
Phone 310-326-3010
Fax 310-326-3650
www.SouthBayAoR.com



CRMLS Assistant Application

Assistant Name: _____
Last First

E-mail Address: _____ Cell Phone Number: _____

Password for CRMLS Login: _____
(6-8 digits either letters or numbers)

Assistant Signature _____ Date _____

ASSISTANT TO

(If Assistant works for more than one agent, each agent must sign a separate application)

Supervising Agent Name: _____
Last First

Agent BRE#: _____ Agent Public ID: _____

Supervising Broker Name: _____
Last First

Office Name: _____

Office Address: _____

The undersigned acknowledge that they assume responsibility for all action taken by the assistant, including any MLS violations and associated fines.

Supervising Agent (please print) _____ Signature _____ Date _____

Supervising Broker (please print) _____ Signature _____ Date _____