

# Access Application

REALTOR® Assistant / Brokerage Administrator

## New Assistant/Administrator Access Checklist

The following must be completed in order for applications to be processed by the Board/Association.

- ✓ REALTOR® Assistants must be currently employed by a REALTOR® Member, Brokerage Administrators must be currently employed by a Brokerage Member.
- ✓ REALTOR® Assistant / Brokerage Administrator Access Application must be fully completed.
- ✓ A fee of \$\_\_\_\_\_ will be billed to the Responsible Brokerage or REALTOR® Member's account for each REALTOR® Assistant / Brokerage Administrator registered.

### Please note:

Once a COMPLETED application has been received and all required documentation has been provided, the application will take a maximum of 3 days to process.

Login & new member information will be sent to the applicants' e-mail.

### Applicant Profile Information

Full Name	
E-Mail Address	
Direct Phone #	

### Association Use Only

User ID	
Brokerage ID	
Activated On	

### Brokerage/Branch (Primary Location) Information

Brokerage Name					
Address					
City		Prov		Postal Code	
Phone:					

### Access Privileges

<input type="checkbox"/>	Brokerage Administrator (Access to <b>All</b> Brokerage/Branch Locations)	Broker of Record Initials: _____
<input type="checkbox"/>	Brokerage Administrator (Access to <b>Primary</b> Brokerage/Branch Location Only)	

OR

<input type="checkbox"/>	REALTOR® Assistant (Must be set up with team privileges in Matrix™)	REALTOR® Member Initials: _____
	Responsible REALTOR® Member Name	

# Access Application

REALTOR® Assistant / Brokerage Administrator

**01**

As the responsible REALTOR® or Brokerage Member, I certify that the above-named REALTOR® Assistant or Brokerage Administrator is not licenced with RECO or an appraiser, and is employed by the above stated Brokerage. I am approving their access to the MLS® System (Matrix™).

Initials

**02**

I agree, understand and warrant that the applicant is not an individual(s) whose primary commercial activity consists of any of the following: financial institutions, government agencies, credit bureaus or reporting agencies, collection agencies, lawyers, law firms, paralegal service firms, conveyancers, mortgage brokers, investment analysts, marketing companies, mapping or geospatial services companies, employees of another real estate board/association, MLS® System provider, software developers, re-sellers, assemblers, wholesalers or distributors of information or data products, media companies, surveyors or retailers.

Initials

**03**

I understand that I, the REALTOR® or Brokerage Member, will be invoiced for each Authorized User Administrator or Assistant ID to access the MLS® System (Matrix™). I further understand that these fees are non-refundable.

Initials

**04**

I understand that I will be liable for any unauthorized usage of the MLS® System (Matrix™) as outlined in the Regional MLS® Rules and in the End User License Agreement (EULA) that I must agree to and comply with when accessing the MLS® System.

Initials

**05**

I will notify the Association office immediately when this REALTOR® Assistant or Brokerage Administrator is no longer employed by me for de-activation of their login and password. I also understand that failure to follow these procedures according to policy will result in a fine of \$100 (+HST).

Initials

**06**

Do you want your Administrative Staff to enter listings on the MLS® Systems?  
Do you want your Administrative Staff to be able to make changes/amendments/sales?  
(cannot process cancellations or edit expired listings)

The Clarity Security SAFEAccess™ login ID and password is provided for the sole and exclusive use of the REALTOR® Assistant or Administrator listed and may not be shared with or used by any other individual.

The Clarity Security SAFEAccess™ platform has effective, automated methods for tracking and identifying shared logins as well as an automated remediation process to deal with accounts violating this policy.

Failure to comply with this provision may result in the account being flagged and the matter being referred to the professional standards committee for possible disciplinary action against the offending assistant or administrator and REALTOR® Member, which may include a maximum fine outlined in the Associations By-Laws and loss of access privileges.

## Signatures

Applicant Signature

Date

Broker of Record / Manager Name (Please Print)

REALTOR® Signature (Assistant Application Only)

Date

Broker of Record / Manager Signature

Date