



CLERICAL/ASSISTANT MEMBERSHIP APPLICATION

APPLICANT INFORMATION: FIRST NAME: MI: LAST NAME: OFFICE NAME AND OFFICE ID: CELL PHONE: OFFICE PHONE: FAX NUMBER: EMAIL ADDRESS: RESIDENTIAL ADDRESS: CITY: STATE: ZIPCODE: DATE OF BIRTH: SOCIAL SECURITY #: DATE JOINED: LICENSE # (IF APPLICABLE): SPONSORING REALTOR MEMBER (IF APPLICABLE):

Please Check One:

- Company Clerical Staff Office Clerical Staff Personal Assistant

I, \_\_\_\_\_, hereby agree to become a Personal Assistant/Clerical Member of the Greater Kalamazoo Association of REALTORS®.

I understand that I will have full access to the MLS through my own personal log-in and password which cannot be used by anyone other than me and I am not entitled to the benefits of full REALTOR® Membership. I understand that, as a Clerical Member of GKAR, I will be required to attend the MLS Rules, Regulations & Training class and, upon application, will be automatically registered for the next available class. Failure to complete the class within two consecutive offerings will result in suspension of my MLS access until the class is completed.

I acknowledge and agree that the following restrictions will be followed by me:

- 1) I confirm that I am not licensed with the company that I am applying for Clerical Membership.
2) I will not hold myself out to the public and other REALTORS® as a member of the REALTOR® Association (GKAR, MR, NAR).
3) If I possess a SentiCard, it will only be used to access my office's listings.
4) Any contact I have with anyone pertaining to real estate shall be in the name of the licensee and office I am working for and shall be stated as such on first contact.
5) I shall not hold an open house without a REALTOR® Member present.
6) I shall not list, sell, exchange, purchase, manage, show, or negotiate for any real property.
7) All advertising and correspondence will disclose my Clerical Member status (including business cards, website, phone and e-mail) and the name and address of my REALTOR® Member Sponsor.
8) I will not use MLS information for personal use and only use in conjunction with my work responsibilities.

I agree that if I violate any of the above restrictions, I shall join the association as a REALTOR® Member (if I am a licensed real estate agent) and immediately pay all of the appropriate fees and dues for service as a REALTOR®. If I am not a licensed real estate agent and violate any of the above restrictions, I understand that my membership and access to the MLS will be immediately terminated. Although members other than REALTORS® are not subject to the Code of Ethics nor its enforcement by GKAR, such members are encouraged to abide by the principles established in the Code of Ethics of the National Association of REALTORS® (NAR) and conduct their business and professional practices accordingly.

Clerical Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Broker Certification - Required**

I, \_\_\_\_\_, hereby certify that the above named individual is employed but is not licensed with my company and will be working as a Personal Assistant/Clerical Staff for myself and/or one of my licensees. I have read the above application and conditions of Personal Assistant/Clerical Membership and agree that the above named individual will comply with the conditions set forth above. I understand that failure to comply with the above conditions will result in the individual being required to join as a REALTOR® Member and/or a non-member licensee and my office being billed retroactive from date of violation for MLS Fees, or if unlicensed that the individual's membership and MLS rights will be terminated. I understand that if I wish the above named individual to possess a SentiCard, my office will be billed the monthly fee for the card. I further certify that any licensees in my office, who will be using the services of the above named individual, have also read and understand the conditions of the REALTOR® Personal Assistant/Clerical Membership and have agreed to comply with them.

Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the individual making application for Personal Assistant/Clerical Membership is working for a REALTOR® Member other than the Broker, then that Member must also sign the following certification.

**REALTOR® Certification**

I, \_\_\_\_\_, hereby certify that I have read the above application and conditions of Personal Assistant/Clerical Membership and agree that the above named individual will comply with the conditions set forth above.

REALTOR® Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Superuser Permission**

If you would like this Clerical Member to Superuse in MichRIC for the office, please indicate with the office ID what office(s) you would like this Clerical Member to have Superuser access for and have the Broker sign here:

Office ID(s): \_\_\_\_\_

Broker Signature: \_\_\_\_\_

If you would like this Clerical Member to Superuse in MichRIC as specific agents only within the office, please have the agents print their name and sign here:

Agent Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Agent Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_