



# CLERICAL MLS USER APPLICATION

## APPLICANT INFORMATION:

FIRST NAME:	MI:	LAST NAME:
*OFFICE NAME AND OFFICE ID:		
CELL PHONE:	OFFICE PHONE:	
EMAIL ADDRESS:		
RESIDENTIAL ADDRESS:		
CITY:	STATE:	ZIP CODE:
DATE OF BIRTH:	LAST 4 DIGITS OF SS #:	
DATE JOINED REALTOR® MEMBER OFFICE	LICENSE # (IF APPLICABLE):	
SPONSORING REALTOR® MEMBER (IF APPLICABLE):		

\*Note: Limited Service Only offices are not eligible to add Clerical Users

\*\*Note: Limited Real Estate Appraisers must be categorized as a Personal Assistant.

### Must Select One:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Company Clerical Staff<br><i>Ability to add/ change listings for anyone within user's Brokerage.</i> | <input type="checkbox"/> Office Clerical Staff<br><i>Ability to add/ change listings for anyone within user's office.</i> | <input type="checkbox"/> **Personal Assistant<br><i>Requires superuser access to another user or office to add/ change listings.</i> | <input type="checkbox"/> Photographer<br><i>Limited MLS Access. Requires SentiLock-Assistant application</i> |
|---|---|--|--|

I understand that I must complete the Clerical MLS User requirements before I am granted access to the MLS. I will then receive my own personal log-in and password which cannot be used by anyone other than me. I further understand that I am not entitled to the benefits of REALTOR® Membership.

I acknowledge and agree to follow the restrictions listed below:

- 1) I confirm that I am not a licensed real estate salesperson, broker, or appraiser with the company with which I am applying as a Clerical MLS User.
- 2) I will not hold myself out to the public and REALTORS® as a member of the REALTOR® Association (GKAR, MR, NAR).
- 3) If I possess keybox access, I will adhere to the keybox policy found in GKAR *MLS Rules and Regulation*.
- 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 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.

If I violate any of the above restrictions, I understand that my MLS access will be immediately terminated. Clerical MLS Users 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 MLS User Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CLERICAL MLS USER APPLICATION

## REALTOR® CERTIFICATION

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

I, \_\_\_\_\_, hereby certify that I have read the above application and conditions of  
REALTOR® Member  
a Clerical MLS User and agree that the above-named individual will comply with the conditions set forth above.

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

## BROKER CERTIFICATION

*Required*

I, \_\_\_\_\_, hereby certify that the above-named individual is employed but is not  
Broker Member  
licensed with my company and will be working as a Clerical for myself and/or one of my licensees or as a limited real estate appraiser. I have read the above application and conditions of a Clerical MLS User 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 MLS Access will be terminated. I understand that if I wish the above-named individual to obtain SentiKey access, my office will be billed the monthly fee for the access. 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 a Clerical MLS User access and have agreed to comply with them.

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

*Note: To obtain superuser access, please complete the MLS Superuser User Access Authorization.*

## MLS Superuser User Access Authorization

REALTOR® or Clerical MLS User Name: \_\_\_\_\_

I, \_\_\_\_\_, authorize the above REALTOR® or Clerical MLS User to  
Broker Name

have MLS Superuser access on behalf of:

☐ Office Number(s): \_\_\_\_\_

*Please select one option if authorizing Office superuser access.*

☐ Office Only: User may add and update listings on behalf of the office

☐ All Members in Office: User may add and update listings on behalf of office, see individual members CMAs, contacts, profile, saved searches, etc.

or

☐ An Individual REALTOR® or Multiple REALTORS® within Office Number: \_\_\_\_\_

- Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- Name: \_\_\_\_\_ Signature: \_\_\_\_\_
- Name: \_\_\_\_\_ Signature: \_\_\_\_\_

By signing below, you give this REALTOR® or Clerical MLS User full access to work on behalf of the entire office(s) or the REALTORS® listed above.

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

Broker Name Printed: \_\_\_\_\_

Please return the completed form to [Support@gkar.com](mailto:Support@gkar.com).