



CLERICAL MLS USER 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:	ZIP CODE:
DATE OF BIRTH:	LAST 4 DIGITS OF SS #:	
DATE JOINED:	LICENSE # (IF APPLICABLE):	
SPONSORING REALTOR® MEMBER (IF APPLICABLE):		

Please Check One:

- Company Clerical Staff
 Office Clerical Staff
 Personal Assistant

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 MLS User 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 with which I am applying as a Clerical MLS User.
- 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 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 MLS access will be immediately terminated. Although Clerical MLS Users are not subject to the Code of Ethics nor its enforcement by GKAR, such 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: _____

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 Clerical for myself and/or one of my licensees. 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 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 a Clerical MLS User access and have agreed to comply with them.

Broker Signature: _____ Date: _____

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.

REALTOR® Certification

I, _____, hereby certify that 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.

REALTOR® Signature: _____ Date: _____

Superuser Permission

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

Office ID(s): _____

Broker Signature: _____

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

REALTOR® Print Name: _____ Signature: _____

REALTOR® Print Name: _____ Signature: _____