



# Clerical User Application

Fresno Association of REALTORS®  
Fresno Multiple Listing Service  
6720 N. West Avenue  
Fresno, CA 93711  
Please return to [mls@fresnorealtors.com](mailto:mls@fresnorealtors.com).

P: 559-490-6400 F: 559-490-6464

## Rules Regarding Clerical Users, Their Access, and Their Rights:

Clerical Users are individuals (whether licensed or unlicensed) under the direct supervision of an MLS Participant or Subscriber that perform only administrative and clerical tasks that do not require a real estate license or an Appraiser's certificate or license. Clerical Users may join the MLS through their employing Participant or Subscriber. The Participant shall be responsible for the conduct of the Clerical User. Clerical Users shall be linked in the system to at least one Participant. They may also be linked to a particular Subscriber. Each Participant and Subscriber shall provide the MLS with a list of all Clerical Users employed by or affiliated as independent contractors with the Participant or Subscriber and shall immediately notify the MLS of any changes, additions or deletions from the list. (4.3)

Clerical Users may be assessed application fees, computer access fees and other fees. The Participant for the clerical user shall be responsible for all such fees. (5.1.5)

Clerical Users may have access to MLS information solely under the direction and supervision of the Participant or Subscriber. Clerical Users may not provide any MLS information to persons other than the Participant or Subscriber under whom they are registered. Access by Clerical Users to the data base is solely for clerical and administrative functions for the Participant or Subscriber under whom the clerical user is registered. (12.12.1)

Clerical Users are expressly prohibited from displaying or distributing MLS information to anyone other than the Participant or Subscribers under whom the clerical user is registered. (12.14.1)

Clerical Users are not eligible for lockbox privileges. (13.1)

## Fee Schedule

The clerical user access fee is \$225 semiannually, billed to the broker on May 1 and November 1 and delinquent forty-five (45) days thereafter. Fees are prorated at the time of joining and change on the 25<sup>th</sup> of each month.

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
\$150.00	\$112.50	\$75.00	\$262.50	\$225.00	\$187.50	\$150.00	\$112.50	\$75.00	\$262.50	\$225.00	\$187.50

## Clerical User Training Policy

As per the Board of Directors: The Clerical Users training and certification class is now an annual requirement for Clerical Users who have access to the MLS. New Clerical Users must take the training within 30 days of attaining MLS access to avoid termination.

Please select **one** access type:

**Office Assistant**

Allows for input, modification, and approval of listings in assistant's assigned office only.

**Personal Assistant\***

Allows for the "work as other agent" feature only. Rights are limited to those of the agent they are assisting. List agent's name below.

**Multi-Office Assistant**

Allows for input, modification, and approval of listings in all company offices.

Applicant's Name: \_\_\_\_\_

BRE License Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

MLS Office Number: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Manager: \_\_\_\_\_ MLS Participant: \_\_\_\_\_

Send invoices to: Office  Home  Home Address: \_\_\_\_\_

### NOTICE TO MLS Participant:

**By signing this application you (MLS Participant or REALTOR® Participant) are acknowledging that you are fully responsible for any misuse of this Clerical Users access, and that any misuse of this access will result in its immediate and permanent termination as well as a \$1,000.00 citation, for which you will be billed, pursuant to the MLS Rules and Regulations.**

*I certify that I have read and agree to the terms and conditions of this application and that all information is true and correct.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MLS Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Agent's Name if Personal Assistant: \_\_\_\_\_ Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Avoid Late Fees!

Automatically charge fees to your credit card

Check any boxes that apply:

- All MLS Recurring Semi Annual fees (May 1st & November 1st) \*CRMLS and Clerical MLS included
- New Application Start-up fees (One time charge in the amount of \$\_\_\_\_\_)

I hereby authorize Fresno Association of REALTORS® to charge the credit card listed below

**All recurring MLS fees will be charged immediately on the dates listed above.**  
**I understand that I am responsible for keeping a current card on file with the Fresno Association of REALTORS®**

Member Name: \_\_\_\_\_

Member number: \_\_\_\_\_

Credit Card Type:  **Visa**  **Mastercard**  **American Express**  **Discover**

Credit Card # \_\_\_\_\_

Expiration date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_