



CAPITAL AREA REALTORS®  
 EGYPTIAN BOARD OF REALTORS®  
 PEORIA AREA ASSOCIATION OF REALTORS®  
 QUAD CITY AREA REALTORS®

**RMLS ACCESS AGREEMENT FOR UNLICENSED  
 OFFICE STAFF AND UNLICENSED PERSONAL ASSISTANTS**  
*(DOES NOT HOLD LICENSE)*

This agreement, endorsed by the RMLS Participant (Designated REALTOR®), allows RMLS access by an Unlicensed Office Staff or Unlicensed Personal Assistant who is employed by: (A) the Participant, or; (B) a REALTOR® whose license is sponsored by the RMLS Participant.

**COMPANY STAFF ACCESS (CHECK ONE)**

**UNLICENSED PERSONAL ASSISTANTS (CHECK ONE)**

\* **Basic Administrative (Paragon 5)**  
 [Full access, enables add/change listings for all agents in their office.]  
 \$3.00 / mo.

\* **Full Administrative (Paragon 6)**  
 [Full access, enables add/change listings for office and all branches.]  
 \$3.00 / mo.

**Limited Assumed Identity (Paragon 3 or 4)** [Allows the individual to view, print or edit listings on Paragon for assigned subscriber, including, but not limited to, expiration dates and prospect information.] \$9.00 / quarterly.

**Complete Assumed Identity (Clareity)** [Allows Limited Paragon Access, referenced above, (including one day codes, if applicable), Transaction Management, ShowingTime information (including showing appointments and details), MarketStats and membership system (change member contact information and pay personal charges).]  
 \$9.00 / quarterly.

Unlicensed Assistants **MAY NOT** perform licensed activities (including, but not limited to):

- Making cold calls by telephone or in person to potential clients or purchasers.
- Showing properties for sale and/or lease to prospective purchasers.
- Hosting public open houses, associate open houses, home show booths or fairs.
- Being paid on the basis of real estate activity; such as a percentage of commission, or any amount based on listings, sales, etc.
- Acting as a "go-between" with a seller and buyer such as when an offer is being negotiated.
- Negotiating or agreeing to any commission split or referral fee on behalf of a licensee.

\* Also requires a non-transferrable initial setup fee of \$25.00 (waived before 9/1/19).

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\_\_\_\_\_  
 Name of Applicant for MLS Access

\_\_\_\_\_  
 Applicant's Email Address

\_\_\_\_\_  
 Applicant's Office Name & Address

A. I agree as a condition of using RMLS services to maintain the confidentiality of information and security of the RMLS System under the direct supervision of the Participant (Designated REALTOR®). My access to the system is for the express purpose of assisting my employer and I agree that I will provide information drawn from the system only to my employer and REALTOR® users affiliated with my employing firm. I hereby verify that I do not possess an active real estate license. Applicant agrees and understands that should he or she obtain a real estate sales, brokerage or appraisal license applicant will notify RMLS immediately and such access under this agreement shall be terminated. Below Participant and applicant acknowledge that a violation of this provision may be cause for suspension of these privileges, now and in the future. **(A copy of your current driver's license must be submitted with this application.)**

Signature of Applicant for MLS Access: \_\_\_\_\_ Date: \_\_\_\_\_

B. As the Participant with whom the Employee is affiliated, I have read, in its entirety, the provisions of this application and accept responsibility for instructing Employee in (1) the proper use of the RMLS System and appropriate confidentiality and security measures, (2) proper completion and timely submission of MLS forms, and (3) the importance of not disclosing the MLS password to anyone. **Participant acknowledges that a fine of up to \$1,000 may be imposed on the Participant if the above-named employee is found guilty by the RMLS Council of having disseminated his or her MLS password to any other individual.** When employment is terminated, the Participant is required to provide notice of said termination to the association office within three days.

Signature of RMLS Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Designated REALTOR®

**Additional Endorsement Required by REALTOR® if applicant is a Personal Assistant:**

As the REALTOR® (i.e., MLS Subscriber/sponsored licensee) with whom the above Employee is affiliated, I endorse this application and share joint responsibility with the Participant above for instructing Employee in accordance with those duties and obligations outlined throughout this agreement.

Signature of RMLS Subscriber: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE CANCEL MLS ACCESS FOR THE FOLLOWING PERSON(S):**

1) \_\_\_\_\_ 2) \_\_\_\_\_