

## Unlicensed Assistant/Administrative Personnel Agreement

The MLS of Central Oregon provides many services, including an Internet-based listing system, which is for members and their authorized assistants only. The employer (Managing Principal Broker) of said assistant or administrative personnel shall be responsible and liable for any use of MLSCO services by anyone other than those authorized. This includes the use of system of lockbox access codes, listing databases, downloaded files and any specific derivatives of MLSCO systems and services.

The MLS Rules and Regulations defines a firm fine for any MLSCO member who allows any unauthorized person the use of their access via password or lockbox key.

Upon the termination of any assistant, the Member agrees to immediately notify the MLS office in writing to terminate their access to the MLS system and all services.

OFFICE: \_\_\_\_\_ Office Code: \_\_\_\_\_ Date: \_\_\_\_\_

1. **Assistant to MLSCO Broker.** The MLS system allows Agent ID Sharing, whereby an assistant can enter the system using their own password to perform searches and generate reports on behalf of their employing Broker.

Assistant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant's Email Address: \_\_\_\_\_

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

Managing Principal Broker: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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2. **Administrative Assistant** is directly employed by the Managing Principal Broker and is allowed, after training, to enter and change listings, input sales, attach documents and perform other assigned functions on the MLSCO system on behalf of the member office.

Administrative Assistant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Assistant Email Address: \_\_\_\_\_

Managing Principal Broker: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_