

MetroList Services, Inc Clerical User Registration Form

For MLS Use Only	
Member No	_____
Office No	_____
County	_____

Personal Information

I, and my Participant and/or Subscriber, hereby apply for my registration in the MetroList Services, Inc., ("MetroList") Multiple Listing Service ("MLS") as a Clerical User. I understand that if I am employed by more than one Participant or Subscriber, I must sign a separate Clerical User registration form with each Participant and Subscriber.

Last Name _____ First Name _____ MI _____
(as shown on license, if licensed)

Optional Personal Information

Birthplace _____ Date of Birth ____ / ____ / ____
Mother's Maiden Name _____

Required for Identification Purposes

Driver's License Number _____ SSN ____ - ____ - ____

Office Information

Office Name _____
Office Street Address _____
City _____ State ____ Zip Code + four ____ - ____
Office Phone ____ - ____ - ____ Office Fax ____ - ____ - ____

Agent Information

Home Street Address _____
City _____ State ____ Zip Code + four ____ - ____
Home Phone ____ - ____ - ____ Email Address _____

License Information

I am registering with the MetroList MLS as a Clerical User. (select one)

I Do I Do Not have a Real Estate License/Appraiser certification.

If you have a license/certification, please complete one or both of the questions below.

My DRE License Number is _____ DRE License Expires ____ / ____ / ____
My OREA Appraiser License Number is _____ OREA License Expires ____ / ____ / ____

I am also (or have been) a registered Clerical User of the following MLS(s):

(select one): I have not been disciplined by one of the above MLS(s)
 I have been disciplined by one of the above MLS(s), and have attached copies of the discipline

(select one): I have not been disciplined by the DRE or OREA
 I have been disciplined by the DRE or OREA, and have attached copies of the discipline

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By signing this application, I understand and agree to abide by the MLS Rules and such other MLS Rules as may hereafter become applicable to Clerical Users:

- a. I meet the definition for registration as a Clerical User: "Clerical Users are individuals (whether licensed or unlicensed) employed by an MLS Participant or Subscriber and registered with the MLS who perform only clerical tasks that do not require a real estate license or an appraiser's certificate or license." (Rule 4.3)
- b. I understand that I may have access to the information contained in the MLS solely under the direction and supervision of my Participant and/or Subscriber and that I may not provide, display or reproduce any MLS information to persons other than my Participant and/or Subscriber with whom I am registered. (Rules 12.12, 12.13 and 12.14)
- c. I understand that I will be assigned a unique user name ("Agent ID") by MetroList for each individual Participant/Subscriber by whom I am employed. I agree that I shall not permit another person to use my Agent ID for access to the MLS computer system without authorization from MetroList. I understand that unauthorized access to and/or use of computers, computer systems or computer data, including misuse of my Agent ID, is a crime under California penal code section 502. (Rule 12.20)
- d. I understand that I am not eligible to lease a Key nor may I use my Participant's and/or Subscriber's Key for any reason. (Rule 13)
- e. I understand that I am subject to a fine and/or other disciplinary action up to and including termination of MLS access and that my Participant and/or Subscriber may be subject to disciplinary action should I violate any applicable MLS Rule. (Rule 14.1.d) The procedures for MetroList Rules violations hearings (Rule 15) shall be applicable, and I agree to comply with said procedures.

I authorize MetroList or its representative(s) to verify any information in this application including contacting any MLS, the DRE, current or past brokers, Participants, salespersons, Subscribers or business associates. I further authorize any MLS in which I have been a member or Participant or Subscriber to release all membership and disciplinary records to MetroList or its representative(s).

I further authorize MetroList or its representative(s) to use this information in determining future disciplinary sanctions. I waive any cause of action including, but not limited to, slander, libel or defamation of character resulting from such verification, evaluation or other processing of this application or use of the information gathered by MetroList or its representative(s).

I understand and agree that if I wish to change, modify, or terminate my MetroList MLS Service, it must be in writing and signed by the responsible Participant/Subscriber.

The following Participant/Subscriber will be taking responsibility for my MetroList Billing after the Initial Registration Fee and first Quarterly Billing:

Participant/Subscriber Name _____ Agent ID _____

I declare under penalty of perjury that the information given in this application is true and correct.

Executed at _____, CA

_____	_____	____/____/____
Clerical User Print Name	Clerical User Signature	Date
_____	_____	____/____/____
Participant Print Name	Participant Signature	Date
_____	_____	____/____/____
Subscriber Print Name	Subscriber Signature <small>(as shown on license, if licensed)</small>	Date

Fees Collected

Initial Participation Fee _____ Note: Future Participation Fees will be billed by MetroList Services, Inc.

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