

CLERICAL USER REGISTRATION

Santa Barbara Association of REALTORS® & Multiple Listing Service

1415 Chapala Street, Santa Barbara, CA 93101 ▪ phone: 805-963-3787 ▪ email: membership@sbaor.com

1. Clerical User Name:
2. Clerical User Email:
3. Is clerical user licensed? ☐ No ☐ Yes:
If yes, clerical user must not be performing real estate related activities for which a license is required, in any MLS, regardless of location.
4. Clerical User Phone Number:
Must be able to receive SMS text messages for multi-factor authentication (MFA).
5. Clerical User is assisting:
6. Office Name: Office Code:

MLS Rules & Regulations 4.3:

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 shall 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. Clerical Users shall also be subject to the following requirements:

(a) Clerical Users are given a unique passcode;

(b) Clerical Users must have any fees paid in full;

(c) Participant or Subscriber linked to the Clerical User may be fined, disciplined or terminated for Clerical User's misconduct;

(d) Clerical Users shall sign a written agreement to abide by the rules and regulations of the MLS.

Failure to comply with these terms can result in a fine up to \$15,000 and the loss of MLS service.

I agree not to allow anyone other than authorized participants, members, subscribers and clerical users as defined in the MLS rules to access any computer receiving Santa Barbara MLS information. I agree not to transmit the information to any participants, members, subscribers and clerical users not authorized to access the system. We have read and agree to the restrictions as outlined in the [Clerical User Guidelines](#).

MLS Participant (Broker) Signature	Date of Signature
MLS Subscriber (Agent) Signature	Date of Signature
Clerical User Signature	Date of Signature