

BAREIS MLS®
Non-Licensed Assistant Application

Non-Licensed Assistant Coversheet

Email: membership@norcalmls.com

From: _____

Date: _____

Please allow a minimum of 2 business days for processing, provided the application is complete and payment received.

- ♦ BAREIS MLS® is the primary MLS serving Sonoma, Marin, Napa, Solano and Mendocino counties (the “Principal Counties”). BAREIS Members also have access to MLS data from 7 other Northern California MLSs including Bay East Association of REALTORS®, bridge MLS, Contra Costa Association of REALTORS®, MetroList, MLSListings and San Francisco Association of REALTORS®
- ♦ On www.bareis.com you can find all of our forms and information including BAREIS MLS® Rules & Regulations, Bylaws, weekly tour information, statistical information, training schedules, lists of service centers and their contact information, hours, etc.

Non-Licensed Assistant Application Checklist: (*Required)

- *Confirm that the billed agent or broker is an active member of BAREIS MLS® and has signed your application.
- If you are licensed, confirm that your license is NBA status on BRE. If your license goes active, you must notify BAREIS MLS® and join as a Subscriber member.
- *Non-Licensed Assistant Application
- *A copy of your picture ID (Driver License, Passport, etc.)
- Billing Information – Please make sure the billed Broker/Agent is provided as assistants do not have accounts.

January		February		March		April	
1st Qtr. 2023	\$69.00	Feb. & Mar. 2023	\$46.00	March 2023	\$23.00	2nd Qtr. 2023	\$84.00
		2nd Qtr. 2023	\$84.00	2nd Qtr. 2023	\$84.00	2nd Qtr. 2023	\$84.00
Total Due	\$69.00	Total Due	\$130.00	Total Due	\$107.00	Total Due	\$84.00
May		June		July		August	
May & June 2023	\$56.00	June 2023	\$28.00			Aug. & Sept. 2023	\$56.00
3rd Qtr. 2023	\$84.00	3rd Qtr. 2023	\$84.00	3rd Qtr. 2023	\$84.00	4th Qtr. 2023	\$84.00
Total Due	\$140.00	Total Due	\$112.00	Total Due	\$84.00	Total Due	\$140.00
September		October		November		December	
September 2023	\$28.00			Nov. & Dec. 2023	\$56.00	December 2023	\$28.00
4th Qtr. 2023	\$84.00	4th Qtr. 2023	\$84.00	1st Qtr. 2024	\$84.00	1st Qtr. 2024	\$84.00
Total Due	\$112.00	Total Due	\$84.00	Total Due	\$140.00	Total Due	\$112.00

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If you are licensed, you will need to fill out the Subscriber Application and contact BAREIS MLS® for information regarding Licensed Assistant policies.
*All **Bold** Fields are required.*

Assistant Name: _____

Office Name: _____ **Office ID:** _____

Office Address: _____ **City** _____ **Zip** _____

Office Phone #: _____

E-mail Address: _____

Please allow 2 business days for processing. You will be e-mailed to the address above.

Agent / Broker to be billed for Assistant: _____ **Agent ID:** _____

Assistant access is \$69 per quarter. The initial payment must be submitted in order to process application.

I authorize _____ **to attend MLS classes and perform online functions including entering and modifying listings.**

Access to Branch Office only

Company Wide Access

Asst. to Agent only

CONFIDENTIALITY OF BAREIS INFORMATION:

I further agree and understand that, should the above-named person misuse or disclose BAREIS MLS® information to any non-member that I will be in violation of 5.4 of the BAREIS MLS® Rules and Regulations: *“Administrative users may not provide any BAREIS MLS® data to persons other than the Participant or Subscriber under whom the administrative user is registered.”*

Assistant Signature: _____ **Date:** _____

Billed Agent Signature: _____ **Date:** _____

Broker Participant Signature: _____ **Date:** _____

Please cancel Assistant: _____ **Assist. ID:** _____

Name of assistant canceling.

Staff Use Only	<input type="checkbox"/> ID Verified
Agent ID: _____	BT ID: _____
Office ID: _____	BT BRE: _____

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Credit Card Authorization Form

All fields must be completed for the credit card to be processed.

I _____, authorize Bay Area Real Estate Information Services, Inc. ("BAREIS")
Please Print Name of Card Holder

to charge my credit card in the amount of: \$_____.

Credit card number: _____ Exp: _____ / _____
Month Year

Security code: _____

Billing address of credit card: _____
Address City Zip

Cardholder Signature: _____ Date: _____ / _____ / _____

Payment being made for: _____ Agent ID: _____
Please Print Name of Member

Office Name: _____

***Please note:** If credit card is denied upon the second attempt, a \$25 failed-transaction credit card fee will be assessed.