

**CSMAR Staff.** 

## Conejo Simi Moorpark Association of REALTORS® CSMAR MLS Clerical User ID Request

Please return this completed form by Email: MLS@csmaor.com

All persons requesting a Clerical User ID for the CSMAR MLS must be authorized and employed by a CSMAR MLS Broker Participant Member in good standing in order to obtain access to the CSMAR MLS. All requestors must be legal adults and may NOT have an active California Real Estate License. All undersigned persons state that they have read and understand all rules\* provided on page 2 of this application, relating to clerical users.

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Clerical User's Name:	
Clerical User's Email:	
☐ Check if Broker Assistant ☐ Check if A	Agent Assistant
☐ Check if required Driver's License copy	is attached
X	
X Clerical User Signature	Date
Office Name:	
Office MLS ID:	Office Phone:
Responsible Agent Name:	
	Responsible Agent Phone:
v	
X Responsible Agent Participant Signature	Date
Responsible Broker Name:	
	Responsible Broker Phone:
X	
Responsible broker Farticipant Signature	Date
	t and/or Responsible Agent: By signing this authorization form, you
	e for all use and activity of this user on the CSMAR MLS. Please note le Clerical Users access from the CSMAR MLS <b>immediately upon</b>
termination of employment.	and the second s

I have reviewed the CSMAR MLS Rules & Regulations (4.3, 11.7, 12.12.1, 13.1), and Data Integrity Standards with

- \*Violations of CSMAR MLS Rules may be subject to fines per CSMAR MLS Rules & Regulations, and Data Integrity Standards.
  - **4.3. Clerical Users. . . .** Each Participant and Subscriber shall provide the AOR/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 AOR/MLS of any changes, additions, or deletions from the list.
  - 11.7 Leasing of MLS Compilations. . . . Clerical Users may not provide any MLS compilation or information to persons other than the Participant or the Subscriber under whom the Clerical User is registered.
  - 12.12.1. Clerical Users. Clerical Users may have access to MLS information solely under the direction and supervision of the Participant or Subscriber. Clerical Users are expressly prohibited from displaying or distributing MLS information to anyone other than the Participant or Subscriber under whom they are registered. Access by Clerical Users to the database is solely for clerical and administrative functions for the Participant or Subscriber under whom the Clerical User is registered.
  - 13.1. Eligibility for Lockboxes . . . Clerical Users are not eligible for lockbox privileges.

## Clerical User MLS Fee Chart

May	\$175.00
June	\$160.42
July	\$145.84
August	\$131.26
September	\$116.68
October	\$102.10
November	\$87.52
December	\$72.94
January	\$58.36
February	\$43.78
March	\$29.20
April	\$185.42