

High Desert Association of Realtors®

Hesperia, CA 92345
Office: 760.244.8841 www.hdaor.com

Unlicensed Agent Assistant Access 2020

Participant Name: _____
(Responsible Agent)

Office Name: _____ **Office #** _____

Assistant's Full Name: _____ **Birth Date:** _____

Assistants E-mail: _____

BRE License # _____

Agent please note: The above names Participant agrees to the Unlicensed Assistant Access Fee of \$15.00 per month associated with the access to the HDAOR MLS. It is understood that the billing for this service is due by the date shown on the Participant's statement. The Participant understands that the Participant will be billed for a full quarter of service regardless of the date the Participant applies for, or drops, the Unlicensed Assistant Access Fee (there is no pro-ration of this fee). The Participant understands that if the bill is not paid by the "due" date shown on the quarterly statement, that all late fees apply and the Participant and all the associated subscribing agents and unlicensed assistants may be denied access to the HDAOR MLS.

Unlicensed administrative assistants can perform a variety of activities to assist real estate licensees in transactions; however, they may not perform any activity which requires a real estate license. Please refer to [Business and Profession Code Section 10130 et seq](#) for a general description of licensed activity. In this regard, when unlicensed assistants are employed, it is essential that they be provided adequate supervision to ensure that the proper limitations are placed upon them so they do not perform activities which require a real estate license. It should be remembered that Business and Professions Code Section 10137 makes it unlawful for a real estate broker to employ or compensate, directly or indirectly, any unlicensed person for performing licensed acts. Therefore, it is imperative that the activities of unlicensed assistants be properly monitored.

*Should the assistant terminate relationship with Participant, the Association must be notified in writing immediately. The fees are **non-transferable** and **non-refundable** _____ ***(Initial here)***

I understand that MLS orientation is mandatory for all new applicants. Failure to view orientation video within 60 days will result in suspended membership. MLS orientation is sent via email including a [form](#) that must be signed and emailed to rosemary@hdaor.com. _____ ***(Initial here)**

Participant's Signature: _____ **Date** _____

Assistants Signature: _____ **Date** _____

Payment Information - We do not take cash...

☺ Visa ☺ MasterCard ☺ Discover ☺ American Express ☺ Check# _____ **Amt:** _____
***Amount must be written in order to process.

Card# _____ **Exp. Date:** _____

Signature: _____

Email completed application to jackie@hdaor.com

Revised 9/1/20