

**HUMBOLDT ASSOCIATION OF REALTORS® INC.
HUMBOLDT MULTIPLE LISTING SERVICE**

REQUEST FOR CLERICAL USER PASS CODE

I hereby request a Clerical User computer password for _____, and certify that he/she meets the requirements as outlined below and in the Humboldt Association of REALTORS® Multiple Listing Service Rules and Regulations.

I further understand that this computer password is to be kept confidential and used only by the clerical user to perform administrative functions and that at such time that the clerical user is no longer employed by me I will immediately notify the Multiple Listing Service.

I understand that I will be charged a set-up fee of \$20.00 for the registration of a Clerical User and the issuance of a pass code, and that the Multiple Listing Service reserves the right to charge for training Clerical Users.

REQUIREMENTS:

A person who performs administrative functions can only give MLS information to the Participant or Subscriber.

I certify that the computer password issued me will be kept confidential and used only by me to perform administrative functions.

13.12.1 Password Fine. Anyone proven to be giving out their MLS password to any non-mls member (clerical/public/anyone not paying for access) will be fined \$1,000.00. The violation would be proven through the grievance and disciplinary action process, which may result in the agent and/or the broker being assessed a fine. If a member notifies staff of the rule violation, either the member or the MLS Committee can file the complaint. If a clerical user violates the rule, the fine would be assessed to the person who employs that clerical user.

Clerical user is employed by: Broker _____ OR
Please Print

Agent _____
Please Print

Clerical User Signature

Date

Broker Signature

Date

4-8 Character Password **PLEASE PRINT**