

CHANGE FORM - Clerical User

SOMLS

A Clerical User is an individual who is employed by the Participant for the benefit of the entire firm and the Participant wishes for them to have access to the MLS system. An individual agent's personal assistant CANNOT be a Clerical User. A Clerical User may hold an active real estate license*, but the license must be in a referral company, the individual must be employed as office personnel for the Participant and must execute a Subscription Waiver for Licensed Staff. All Clerical Users who will be entering listings must complete a Listing Input Certification course. Any additional authorizations noted below will be activated upon completion of the aforementioned course.

Name _____

Office _____ Office Code _____

Email Address _____

ADD Licensed* Un-licensed

*An individual with an active real estate license that is NOT in a referral firm may be given Clerical User rights but will be classified in the system as a Subscriber and will be billed at the full subscription rate.

Will this individual be entering listings, status changes, and other listing information changes into the MLS system?

Yes No

Was this individual previously certified to do listing input with another office?

No Yes. Which office? _____

Login I.D. _____ Password _____

Clerical Users who complete a Listing Input Certification course are certified to enter listings, status changes and other listing information changes into the MLS system. This individual may also be authorized to (check all that apply):

- Modify office information
- Modify office information of additional firm locations.

Participant:

By my signature below, I affirm that the above-named individual is employed by me as office personnel and acknowledge that I am ultimately responsible for the Clerical User's activities and use of the SOMLS system. I agree to be jointly and severally liable for any sanctions incurred by the above-named individual and for compliance with the SOMLS Bylaws and Rules & Regulations, as amended from time to time. I further agree to pay all fees associated with the Clerical User having access to the SOMLS database.

Signature _____ Date _____

INACTIVATE

- This individual from my firm.
- This individual as a Clerical User, but they have an active real estate license so please keep them in my firm as a Subscriber.

Participant:

Signature _____ Date _____

SOMLS/RVAR Office Use Only:					
RAP	MLS	BLCList	Fees	MLS # _____	Password _____