The Oakville, Milton and District Real Estate Board

Your REALTOR® Connection

Administrative Assistant Subscriber Fee

Effective October 1, 2011

Applicant

First Name		Last Name	
Email		Contact Number	

Brokerage

Brokerage Name		Brokerage Code	
Office Address			
City		Postal Code	
Office Phone		Office Fax	

Listing Input Access: Allow access to input and change listings for all sales agents in Brokerage: ☐ Yes ☐ No

As the **Designated Broker / Manager of this office**, I certify that this administrator is employed by this firm and I am approving their access to The Oakville, Milton and District Real Estate Board (OMDREB) MLS® System.

I will notify the Board Office when this employee is no longer working for me for de-activation of the login and password. I will also ensure that I obtain the authenticator/token from the Office Administrator. I also understand that a failure to follow these procedures will result in a fine of $100. Initial Here: _____

I understand that I, the Broker, am responsible for the $130 excl HST quarterly billing to access the OMDREB MLS® System and any activation / de-activation fees that may occur and that they are non-refundable.

Initial Here: _____

I understand that I will be liable for any unauthorized usage of the OMDREB MLS® System as outlined in the OMDREB Rules & Regulations. Initial Here: _____

I understand that if applicable I will be charged for an authenticator at a cost of $50.00 + HST.

Initial here: _____

If applicable: Please re-assign SAFEMLS® device serial # _____ to this applicant. I understand that there is a $25.00 transfer fee for each SAFEMLS® device.

The authenticator will be issued to the Designated Broker / Manager - PHOTO ID must be provided when picking up.

The authenticator is provided for the sole and exclusive use of the subscriber and may not be shared with or used by any other person. Failure to comply with this provision will result in the matter being referred to the Professional Standards Committee for possible disciplinary action against the offending subscriber, which may include a maximum fine of $10,000 and loss of subscriber privileges.

_____ _____ _____

Broker / Manager (Print Name) Broker / Manger Signature Dated

_____ _____ _____

Administrative Assistant (Print Name) Administrative Assistant Signature Dated

If you have questions about any of these fees, please give our Membership Department a call at 905.844.6491 ext. 110 or email: membership@omdreb.on.ca