



# The Oakville, Milton and District Real Estate Board

**Office Administrator**

Effective January 2019

## **BROKERAGE**

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

## **APPLICANT (Broker of Record/Branch Manager)**

First Name	Last Name
Email	Contact Number

## **ADMINISTRATOR**

First Name	Last Name
Email	Contact Number

First Name	Last Name
Email	Contact Number

First Name	Last Name
Email	Contact Number

As the Designated Broker/Manager of this office, I certify that the above named administrator(s) are not licensed REALTORS® and are employed by this firm. I am approving their access to The Oakville, Milton and District Real Estate Board (OMDREB) MLS® System (Matrix).

Initial Here: \_\_\_\_\_

I/we will notify the Board Office when the above named administrator(s) are no longer employed by my brokerage for immediate de-activation of the login and password signature. I also understand that failure to follow will result in a fine of \$100 per administrator.

Initial Here: \_\_\_\_\_

I understand that I, the REALTOR® Member, am responsible for the \$15.00 (+HST) quarterly billing per User ID to access the OMDREB MLS® System (Matrix) and any activation/de-activation fees that may occur. I further understand that these fees are non-refundable.

Initial Here: \_\_\_\_\_

I understand that I will be liable for any unauthorized usage of the OMDREB MLS® System (Matrix) as outlined in the OMDREB Rules & Regulations.

Initial Here: \_\_\_\_\_

I understand that, if applicable, I will be charged an activation fee for **Scout for SAFEACCESS™** at a cost of \$25.00 (+HST)

Initial Here: \_\_\_\_\_

The **Scout for SAFEACCESS™** platform has effective, automated methods for tracking and identifying shared logins as well as an automated remediation process to deal with accounts violating this policy.

Failure to comply with this provision may result in the account being flagged and the matter being referred to the Professional Standards Committee for possible disciplinary action against the offending Administrator(s) and REALTOR® Member, which may include a maximum fine of \$10,000 and loss of Subscriber privileges.

\_\_\_\_\_  
Broker / Manager (Print Name)

\_\_\_\_\_  
Broker / Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unlicensed Assistant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unlicensed Assistant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unlicensed Assistant Signature

\_\_\_\_\_  
Date