



The Oakville, Milton and District Real Estate Board

Unlicensed Assistant

Effective January 2019

APPLICANT (Unlicensed Assistant)

First Name	Last Name
Email	Contact Number
REALTOR® Member you are working for:	Member Board I.D. #

BROKERAGE

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

As the responsible REALTOR® Member, I certify that the above named administrator is not a licensed REALTOR® and is 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 will notify the Board Office when this employee is no longer employed by me for the immediate de-activation of the login and password signature. I also understand that failure to follow these procedures will result in a fine of \$100.\

Initial Here: _____

I understand that I, the REALTOR® Member, am responsible for the \$60.00 (+HST) quarterly billing per Administrator 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: _____

