

# Access Application

## Brokerage Administrator



The Oakville, Milton  
and District Real Estate Board

125 Navy Street, Oakville // 400 Main Street E, Milton  
membership@omdreb.ca // 905.844.6491

### New Administrator Access Checklist

The following must be completed in order for applications to be processed by the Board/Association.

- ✓ Brokerage Administrators must be currently employed by a Brokerage Member.
- ✓ Brokerage Administrator Access Application must be fully completed.
- ✓ A fee of \$15/quarter will be billed to the Responsible Brokerage account for each Brokerage Administrator registered.
- ✓ A one-time fee of \$25 will be charged to the REALTOR® Member's account for the ClaritySecurity SAFEAccess™ setup, for each REALTOR® Assistant registered.

**Please note:**

- Once a COMPLETED application has been received and all required documentation has been provided, the application will take a maximum of 3 days to process.
- Login & new member information will be sent to the applicants' e-mail.

Applicant Profile Information	
Full Name	
E-Mail Address	
Direct Phone #	

Association Use Only	
User ID	
Brokerage ID	
Activated On	

Brokerage/Branch (Primary Location) Information					
Brokerage Name					
Address					
City		Prov		Postal Code	
Phone:					

Access Privileges	
<input type="checkbox"/> Brokerage Administrator (Access to All Brokerage/Branch Locations)	Broker of Record Initials:  _____
<input type="checkbox"/> Brokerage Administrator (Access to <b>Primary</b> Brokerage/Branch Location Only)	



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**01**

As the responsible Brokerage Member I certify that the Brokerage Administrator is not licenced with RECO or is an appraiser, and is employed by the above stated Brokerage. I am approving their access to the MLS® System (Matrix™).



Initials

**02**

I agree, understand and warrant that the applicant is not an individual whose primary commercial activity consists of any of the following: financial institutions, government agencies, credit bureaus or reporting agencies, collection agencies, lawyers, law firms, paralegal service firms, conveyancers, mortgage brokers, investment analysts, marketing companies, mapping or geospatial services companies, employees of another real estate board/association, MLS® System provider, software developers, re-sellers, assemblers, wholesalers or distributors of information or data products, media companies, surveyors or retailers.



Initials

**03**

I understand that I, the Responsible Brokerage Member, will be invoiced for each Authorized User Administrator to access the MLS® System (Matrix™). I further understand that these fees are non-refundable.



Initials

**04**

I understand that I, as the Responsible REALTOR®, will be liable for any unauthorized usage of the MLS® System (Matrix™) as outlined in the Regional MLS® Rules.



Initials

**05**

I, as the Brokerage Member, will notify OMDREB immediately when Brokerage Administrator is no longer employed by me. I also understand that failure to follow these procedures according to policy will result in a fine of \$100 (+HST).



Initials

**06**

As the responsible Brokerage Member, I certify that the Brokerage Administrator will attend or complete training on the MLS® System.



Initials

The ClaritySecuritySAFEAccess™ login ID and password is provided for the sole and exclusive use of the Brokerage Administrator listed and may not be shared with or used by any other individual.

The ClaritySecuritySAFEAccess™ 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 Brokerage Administrator and Brokerage Member, which may include a maximum fine outlined in the Associations By-Laws and loss of access privileges.

### Signatures

Applicant Administrator (Brokerage Administrator)

Date

Broker of Record/Manager

Date

