

# Access Application

REALTOR® Assistant



The Oakville, Milton  
and District Real Estate Board

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

## New Assistant Access Checklist

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

- ✓ REALTOR® Assistants must be currently employed by a REALTOR® Member.
- ✓ REALTOR® Assistant Application must be fully completed.
- ✓ A fee of \$60/quarter will be billed to the REALTOR® Member's account for each REALTOR® Assistant 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.
- REALTOR® Assistants have no access to the MLS® data through their own login ID. Under the Teams Setting they will be enabled to 'Work on Behalf' or 'Impersonate' the REALTOR® Member.

### 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"/>	REALTOR® Assistant (Must be set up with team privileges in Matrix™)	REALTOR® Member Initials:  _____
	Responsible REALTOR® Member Name	



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## REALTOR® Assistant



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**01**

As the responsible REALTOR®, I certify that the above-named REALTOR® Assistant is not licenced with RECO or is an appraiser, and is employed by the above Responsible REALTOR®. 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 REALTOR®, will be invoiced for each Assistant ID 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 Responsible REALTOR®, will notify OMDREB immediately when this REALTOR® Assistant 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

The Clarity Security SAFEAccess™ login ID and password is provided for the sole and exclusive use of the REALTOR® Assistant listed and may not be shared with or used by any other individual.

The Clarity Security 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 assistant and REALTOR® Member, which may include a maximum fine outlined in the Associations By-Laws and loss of access privileges.

## Signatures

REALTOR® Assistant

Date

Responsible REALTOR®

Date

Broker of Record/Manager

Date

