



# The Oakville, Milton and District Real Estate Board

## Office Administrator Subscriber

Effective July 1, 2014

### BROKERAGE

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

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

Name	Board. I.D. #
Email	Contact Number

### Administrator (Up to 3 per User I.D.)

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 these procedures will result in a fine of \$100 per administrator.

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

I understand that I, the REALTOR® Member, am responsible for the \$60.00 (+HST) quarterly billing per User I.D. 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™ login ID and Password** is provided for the sole and exclusive use of the administrator(s) listed and may not be shared with or used by any other individual.

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