

# Member Administrative Assistant Application

## MEMBER ADMINISTRATIVE ASSISTANT

First Name:	Last Name:
E-mail:	Password: (minimum of 8 and maximum of 12) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## RAHB REALTOR® MEMBER (Employer)

First Name:	Last Name:
E-mail:	Contact Number

## BROKERAGE

Brokerage Name:			
Office Address:	City	Province	Postal Code
Office Telephone:		Office Fax:	

As the employer and a REALTORS® Association of Hamilton-Burlington (RAHB) Member, I certify the above-named Member Administrative Assistant is not a licensed REALTOR®, nor affiliated with any Appraisal Institute. This person is acting in an administrative capacity on my behalf and assists me in the day to day operations of the MLS® System.

I acknowledge that:

1. I will be responsible for a monthly fee of \$15 plus HST for each active Member Administrative Assistant employed by me and registered with the REALTORS® Association of Hamilton-Burlington ("Association"). I further understand that these fees are non-refundable.
2. I will notify the Association, within 48 hours, when the above-named Member Administrative Assistant is no longer employed by me or if he/she becomes licensed with RECO. I further understand that failure to do so may result in a fine.
3. I will take full responsibility to ensure the above-named Member Administrative Assistant works within the Bylaw and Rules and Regulations of the REALTORS® Association of Hamilton-Burlington while employed by me.

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4. I will ensure the above-named Member Administrative Assistant shall not:
  - a) Divulge, share or compromise their password;
  - b) Enable or permit other persons to access the Association's database and/or download to a third party; and
  - c) Make unauthorized copies of data or proprietary software.
5. The Association may, at its sole discretion and without prior notice, temporarily suspend services of the Member Administrative Assistant for reasons of security.
6. I will pay, if applicable, an activation fee for Clarity Security.
7. I understand the above-named Member Administrative Assistant will receive a User ID (which with their password forms their access codes) for the Association's MLS® System.
8. The access codes are for the sole and exclusive use of the Member Administrative Assistant and may not be shared with or used by any other individual. I understand Clarity Security has effective automated methods for tracking and identifying any discrepancies as well as an automated remediation process.

Enclosed is payment for the processing fee of **\$50<sup>+HST</sup>** and the activation fee (if applicable) of **\$25<sup>+HST</sup>**

PAYMENT			
Cheque	VISA	MASTERCARD	Name on card
Card Number			Expiry date (mm/yy)
Card Holder Signature			Date (mm/dd/yy)

SIGNATURE AUTHORIZATION	
Employer (RAHB REALTOR® MEMBER) Signature	Date (mm/dd/yy)
Administrative Assistant Signature	Date (mm/dd/yy)
Broker of Record/Manager Name (please print)	
Broker of Record/Manager Signature	Date (mm/dd/yy)

Upon processing of your application RAHB will provide the User ID to the Member Administrative Assistant, in order to allow them to proceed with the enrollment.