



**CCAR**  
CONTRA COSTA  
ASSOCIATION OF REALTORS®

## ASSISTANT/SECRETARY APPLICATION

### ASSISTANT/SECRETARY ENROLLMENT INSTRUCTIONS

- Read the MLS Policies for Assistant/Secretary Access.
- Fill out and sign the Assistant/Secretary Application, MLS Disclosure Agreement, and Online System Agreement.
- The Broker **MUST** also sign all forms.
- You will receive an email with your login ID and password 24 to 72 hours after your completed paperwork and payment are submitted.

### WHAT TO SUBMIT

- Completed Assistant/Secretary Application.
- Completed MLS Disclosure Agreement.
- Completed Online Agreement.
- The Broker **MUST** also sign all forms.
- The one-time set-up fee of \$10 in addition to the Assistant/Secretary fee as illustrated in the schedule below. You may pay by Visa, MasterCard, Discover, American Express, Check, or Cash.
- You may submit completed forms by email at [support@ccartoday.com](mailto:support@ccartoday.com), fax at 925.938.1294, or in person at 1870 Olympic Boulevard, Suite 200, Walnut Creek, CA 94565.

### ASSISTANT/SECRETARY FEE SCHEDULE

July	\$200
August	\$184
September	\$167
October	\$150
November	\$134
December	\$117
January	\$100
February	\$84
March	\$67
April	\$50
May	\$34
June	\$17



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## MLS POLICIES FOR ASSISTANT/SECRETARY ACCESS

The MLS Rules and Regulations shall hereby be amended to provide unlimited access and use of confidential MLS databases as follows:

1. A licensed or unlicensed person acting in the capacity of Secretary/Administrative Assistant (hereinafter called "Assistant/Secretary") to a Participant or Subscriber shall have the same access as the Participant/Subscriber provided; however:
  - a. An agreement shall be signed between Assistant/Secretary and Participant/Subscriber.
2. A \$10, non-refundable, one-time set-up charge shall be paid by the Participant or Subscriber. Participant/Associate Licensee shall be limited to two (2) Assistants/Secretaries.
  - a. If Participant/Subscriber changes office or otherwise needs to change Assistant/Secretary access, the fee to Participant shall not be reassessed.
3. An access fee will be charged to Participant's yearly fee to be determined by CCAR Board of Directors. The fee will be pro-rated.
4. A penalty of \$500 shall be assessed to Participant in the event of failure to notify MLS of change of Assistant/Secretary status within 72 hours (e.g., Assistant/Secretary is no longer in "employ" of Participant/Subscriber). MLS shall immediately terminate password of said Assistant/Secretary.
5. The CCAR Board of Directors or its appointees will conduct a disciplinary hearing regarding any claim of a breach of confidentiality by Participant/Subscriber or Assistant/Secretary regarding divulging password and/or answer back to any other person, whether licensed or unlicensed, pursuant to Section 4 of the MLS Rules & Regulations.
6. Participant shall require training on the MLS system for Assistant/Secretary if the Assistant/Secretary is to input listings.
  - a. Computer system training shall be provided when Participant pays all applicable fees to CCAR/MLS.



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## ASSISTANT/SECRETARY APPLICATION

Name: \_\_\_\_\_  
(last) (first) (middle)

Preferred Name: \_\_\_\_\_  
(last) (first)

Home Address: \_\_\_\_\_  
(street) (city) (state) (zip code)

Birthdate: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### ASSISTANT/SECRETARY TO

Office Name: \_\_\_\_\_ CCAR Office # and Broker Code: \_\_\_\_\_

Office Address: \_\_\_\_\_  
(street) (city) (state) (zip code)

Office Phone Number: \_\_\_\_\_ Office Fax Number: \_\_\_\_\_

Assistant to: \_\_\_\_\_  
(last) (first) (middle)

Agent Number \_\_\_\_\_ Does Assistant input listings for multiple offices? Yes  No

I acknowledge that I am responsible for the Assistant/Secretary confidentiality of MLS information as outlined in the MLS Rules and Regulations and in the MLS Policies for Assistant/Secretary Access, and from time to time enacted.

A \$10 non-refundable, one-time set-up fee is to be paid for the above Assistant/Secretary as well as a pro-rated access fee which will be billed every year to the Participant.

The above Assistant/Secretary will take a *Listing Input Plus* class within 45 days of receiving an agent number and password or the password will be cancelled.

\_\_\_\_\_  
Assistant/Secretary Name

\_\_\_\_\_  
Assistant/Secretary Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent/Subscriber Name

\_\_\_\_\_  
Agent/Subscriber Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker/Participant Name

\_\_\_\_\_  
Broker/Participant Signature

\_\_\_\_\_  
Date



## ASSISTANT/SECRETARY MLS DISCLOSURE AGREEMENT

### ASSISTANT/SECRETARY ACCESS

1. An Assistant/Secretary shall be sponsored by either an MLS Participant (Broker) or Subscriber (Agent).
2. MLS access will be the same level as the Employing Agent.
3. An Assistant/Secretary will read and agree to abide by the MLS Assistant/Secretary Rules.
4. MLS recommends the Participant and Subscriber have a written agreement with the Assistant/Secretary.

### MLS ASSISTANT/SECRETARY RULES

1. It is understood that the privilege of the use of the MLS is at the discretion of the Subscriber (Agent), the Participant (Broker), and the MLS.
2. Assistant/Secretary is expressly prohibited from displaying MLS information to anyone other than the Participant or Subscriber under whom the Assistant/Secretary is registered.
3. Assistant/Secretary may have access to the information solely under the direction and supervision of the Participant or Subscriber. Assistant/Secretary may not provide any MLS compilation or information to persons other than the Participants or the Subscribers under whom the Assistant/Secretary is registered.
4. Assistant/Secretary is expressly prohibited from making photocopies, computer printouts, electronic transfers, or downloading of MLS data or compilation for anyone other than the Participant and Subscribers under whom the Assistant/Secretary is registered.
5. Any information obtained by the Assistant/Secretary from MLS shall be considered confidential and exclusive for the use of Subscriber (Agent) or Participant (Broker).
6. The use of any MLS information by an Assistant/Secretary outside these parameters constitutes a crime (POTENTIALLY A FELONY) PURSUANT TO PENAL CODE SECTION 502.
7. Data Privacy. To the extent of the applicability of the California Consumer Privacy Act ("CCPA") or any other law, ordinance, administrative rule or regulation, by inquiring, applying to participate or actually participating in any aspect of membership or accepting any products or services with the Contra Costa Association of REALTORS® or its Multiple Listing Service ("MLS"), you agree to waive any and all rights relating to the maintenance and deletion of any existing or future personal data and information contained in or used by the Contra Costa Association of REALTORS® and its MLS.

\_\_\_\_\_  
Assistant/Secretary Name

\_\_\_\_\_  
Assistant/Secretary Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent/Subscriber Name

\_\_\_\_\_  
Agent/Subscriber Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker/Participant Name

\_\_\_\_\_  
Broker/Participant Signature

\_\_\_\_\_  
Date