



1136 12th Avenue, Suite 200, Honolulu, HI 96816-3796
Phone: (808) 791-3789 • Fax: (808) 683-7038 • techsupport@hicalmls.com

MLS AGREEMENT AND TERMS OF USE (MLS SUBSCRIBER'S PERSONAL ASSISTANT)

HiCentral MLS, Ltd. is pleased to offer limited MLS system access to eligible Personal Assistants (Employee of the agent listed below). The purpose of this agreement is to prevent unlawful access or use of HiCentral MLS, Ltd. data.

PERSONAL ASSISTANT

(Employee of agent listed below)

CONTACT CLIENT CARE TEAM FOR PRICING

Data Access
Add/Edit Listing & Open House
Run Searches
Run Reports

(Listings of agent listed below only)

ASSISTANT'S NAME: _____ **MLS ID #:** _____
(Legal Name) (if applicable, previous MLS ID #, otherwise leave blank)

Have you ever had MLS Access before? Yes No If YES, please fill the MLS ID # field.

ASSISTANT'S CONTACT #: _____ **E-MAIL ADDRESS:** _____

MLS PARTICIPANT'S (PB/BIC) NAME: _____ **MLS ID #:** _____

MLS SUBSCRIBER'S (AGENT) NAME: _____ **MLS ID #:** _____

FIRM NAME: _____ **FIRM PHONE #:** _____

PERSONAL ASSISTANT'S AGREEMENT

- I agree that as a condition of having access to the HiCentral MLS, Ltd. MLS system, I will abide by all HiCentral MLS, Ltd. MLS Rules and Regulations and other obligations of participation.
- I must be an unlicensed paid employee of the MLS Subscriber named in this agreement.
- I will not be allowed access to HiCentral MLS, Ltd. MLS should I terminate my employment with the firm under which the assistant access was given.
- **Mandatory MLS trainings need to be completed within the first 60 days of a new account. A list of classes will be sent to the assistant to select the day and time.**
- The assigned password is confidential and may not be used by any other person.
- Should I be found in violation of this agreement or any of the HiCentral MLS, Ltd. MLS Rules and Regulations, the MLS Subscriber may be held responsible and subject to disciplinary action pursuant to the MLS Rules & Regulations.

MLS SUBSCRIBER'S AGREEMENT (AGENT)

- By allowing the below-signed assistant permission to access the HiCentral MLS, Ltd. MLS, I am responsible for this assistant's actions.
- Should the below-signed assistant be found in violation of this agreement or the MLS Rules and Regulations, I will be held responsible for their actions, which may result in termination of my MLS participant access.
- Should this individual become a licensed real estate agent, I have 30 days from the license date to notify the HiCentral MLS/Honolulu Board of REALTORS® of this change. In addition, should this assistant's employment be terminated, I will immediately notify the HiCentral MLS/Honolulu Board of REALTORS®.
- **We require assistants to attend FREE Matrix MLS classroom or webinar training.**
- Proof of the below-signed assistant's employment with me may be required by HICMLS in order to provide access to HiCentral MLS, Ltd. MLS.

As an MLS Subscriber affiliated with the above-noted firm, I request that the assistant named in this agreement be issued access to HiCentral MLS, Ltd. MLS as a Personal Office Assistant. I further understand that assistant fees paid to HiCentral MLS are non-refundable.

The prorated total amount of \$_____ will be charged to my credit card accordingly.

**THE MLS SUBSCRIBER AND MLS SUBSCRIBER'S PERSONAL ASSISTANT
EACH HAVE EXECUTED THIS AGREEMENT AS OF THE DATE SET FORTH BELOW.**

| | | |
|------------------------------------|------------|------|
| MLS PARTICIPANT (PB/BIC) SIGNATURE | PRINT NAME | DATE |
| MLS SUBSCRIBER (AGENT) SIGNATURE | PRINT NAME | DATE |
| ASSISTANT'S SIGNATURE | PRINT NAME | DATE |