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MLS AGREEMENT AND TERMS OF USE (PB ASSISTANT/OFFICE ASSISTANT)

HiCentral MLS, Ltd. is pleased to offer limited MLS system access to eligible Principal Broker Assistants and Office Assistants. The purpose of this agreement is to prevent unlawful access or use of HiCentral MLS, Ltd. data.

ASSISTANT ACCESS LEVEL AVAILABLE

SELECT ONE

PB ASSISTANT

CONTACT CLIENT CARE TEAM FOR PRICING

Data Access
Add/Edit Listing & Open House
Run Searches
Run Reports
(*Firm Listings*)

OR

OFFICE ASSISTANT

CONTACT CLIENT CARE TEAM FOR PRICING

Data Access
Add/Edit Listing & Open House
Run Searches
Run Reports
(*Branch Listings 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 #: _____

FIRM NAME: _____ FIRM PHONE #: _____

ASSISTANT'S AGREEMENT

- I agree that as a condition of having access to the HiCentral MLS, Ltd. 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 firm.
- 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, my PB/BIC may be held responsible, which could result in termination of said PB's/BIC's MLS participation.

MLS PARTICIPANT'S AGREEMENT (PB/BIC)

- By allowing the below-signed assistant permission to access the HiCentral MLS, Ltd. MLS system, 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 Honolulu Board of REALTORS® of this change. In addition, should this assistant's employment be terminated, I will immediately notify the 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 my firm may be required by HBR in order to provide access to HiCentral MLS, Ltd. MLS.

As a PB/BIC for the above-noted firm, I request that the assistant named in this agreement be issued the access for which I have indicated. *(See page one for access descriptions)*

I affirm that the level of MLS access requested for this assistant is appropriate to their position within the firm. 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 ASSISTANT AND THE ASSISTANT'S PB/BIC
EACH HAVE EXECUTED THIS AGREEMENT AS OF THE DATE SET FORTH BELOW.**

MLS PARTICIPANT (PB/BIC) SIGNATURE

PRINT NAME

DATE

ASSISTANT'S SIGNATURE

PRINT NAME

DATE