

Applicants are encouraged to apply in person. Please refer to [www.ocar.org](http://www.ocar.org) for instructions on joining. We require a legible copy of your government-issued ID.

## APPLICANT INFORMATION

Date: \_\_\_\_\_ Please select a 4 digit pin code:  (For access to MyAccount at [www.OCAR.org](http://www.OCAR.org))

Name: \_\_\_\_\_ Alias: \_\_\_\_\_  
First Middle Initial (Required) Last

Preferred Contact Phone: \_\_\_\_\_ This is a:  Cell Phone  Landline

Email: \_\_\_\_\_ Website: \_\_\_\_\_

## OFFICE INFORMATION

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_  
Street City State Zip Code

Main Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

## LICENSE/ASSOCIATION INFORMATION

Assistants holding an active CA Real Estate license must place their license in "No Broker Affiliation" (NBA) status prior to joining. Visit [www.dre.ca.gov](http://www.dre.ca.gov) for details. If at any time the license becomes active, an Assistant must upgrade membership to the same level of the office's agents or the Broker may be subject to additional fees.

If my license status changes, I understand that I must notify OC REALTORS® immediately. Initial here: \_\_\_\_\_

I do not have a California real estate license

I have a California real estate license (expired, inactive, or active—active licenses must be changed to NBA)

License #: \_\_\_\_\_ Exp. Date:  /  /   
Applications must include a copy of license.

Date of Birth:  /  /  Last 4 digits of SSN #:  (i.e. used to verify your information in case you forget your password)

Government-Issued ID: \_\_\_\_\_ Exp. Date:  /  /   
(Driver's License, ID Card, Passport)

CONTINUED ON NEXT PAGE (PG. 1 of 2)

### OC REALTORS® USE ONLY

USERNAME: \_\_\_\_\_ PASSWORD: \_\_\_\_\_

MEMBER #: \_\_\_\_\_

**MLS ACCESS PERMISSIONS**

In order to assist a member and login under his/her account, OC REALTORS® must establish the correct permission level. Please fill-in all requested information below.

Please check one (1) box from the options below:

**Individual Agent Assistant**

- Personal Assistant** with Add/Edit rights only by **Linking ID's** (Reports will read: Working on behalf of Agent).
- Personal Assistant/Private Team** with Add/Edit rights plus full account access. (Please complete CRMLS Private Team Registration Form. Please contact OC REALTORS® membership department to obtain the form).

**Office Assistant**

- Office Assistant** with Add/Edit rights for the entire office.

Initial One: \_\_\_\_\_ I am paying for my membership and will not be reimbursed.

\_\_\_\_\_ My company is paying for my membership -or- my company is reimbursing me.

I understand that I will not be able to transfer my membership fees if I change companies.

**REQUIRED SIGNATURES** All information below is required.

Assistant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Agent's Name: \_\_\_\_\_

Responsible Agent's MLS User ID: \_\_\_\_\_ Email: \_\_\_\_\_

Responsible Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Broker of Record Name: \_\_\_\_\_

Broker's MLS User ID: \_\_\_\_\_ Email: \_\_\_\_\_

Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Initials** \_\_\_\_\_ I want this assistant to have **full signing rights with OC REALTORS®** (Everything the broker can sign; applications, office changes, etc. Please note: These rights do not extend to change requests on the MLS).

After submitting your online application, you will be asked to e-sign this document. You are not required to sign-up for an e-signature product to complete this. This form must be e-signed by each party before we can activate your MLS Access.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Office Name: \_\_\_\_\_

- A non-refundable processing fee will be assessed all applicants.
- Assistants are not entitled to serve on any Association committees, vote upon or otherwise participate in the operational aspect of the Multiple Listing Service, or to receive any service limited to Association REALTOR® members.
- All Assistants should review the MLS Rules and Regulations and the Data Integrity Standards at [www.OCAR.org](http://www.OCAR.org).
- Orange County REALTORS®, including its local, state, and national subsidiaries or representatives may email you material advertising the availability of, or quality of, any property, goods or services offered, endorsed or promoted by the Association. OC REALTORS® does not sell or distribute your email for commercial purposes.
- Assistants holding a DRE license must place their license in "No Broker Affiliation" (NBA) status prior to joining.
- If at any time the license becomes active, an Assistant must upgrade membership to the same level of the office's agents or the Broker may be subject to additional fees. If your license status changes, you need to notify OC REALTORS® immediately.
- Assistants should review the DRE's Guidelines for Unlicensed Assistants at [www.bre.ca.gov](http://www.bre.ca.gov).

### REQUIRED SIGNATURES

Assistant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_