



MLS CLERICAL ASSISTANT APPLICATION

Assistant Information

Assistant Name: _____
Print Name as it appears on DRE License (if licensed)

Address: (Residential) _____ Apt.: _____

City: _____ State: _____ Zip Code: _____

Assistant Phone: _____ Fax: _____ Email: _____

I do not hold a CA Real Estate License: (Initial here) _____

I do hold a CA Real Estate License: (Initial here) _____

Broker/ Agent/ Appraiser You Are Assisting:

Name: _____ i-Tech ID: _____

Email: _____

Office Information:

Firm Name: _____ Firm #: _____

Firm Address: _____ Suite #: _____

City: _____ Zip: _____ Phone #: _____

Agreement and Signatures:

1. I have received and agree to abide by the MLS Rules and Regulations of GAOR and all administrative policies. I will observe these Rules with such amendments as may be made hereafter as long as I remain an Assistant.
2. I am responsible for the security of my Assistant pass code and will not share or make it available to any person.
3. I further understand and agree that the Assistant will received a quarterly billing for MLS fees payable in advance per the terms outlined on the invoice.

Signature of Assistant

Date

Signature of Responsible Broker/Appraiser of the Office

Date

The above Assistant is affiliated with my office. This authorizes his/her access to the i-Tech Multiple Listing Service. I understand that I am responsible for the Assistant's use or misuse of the service in accordance with the Rules and Regulations.

REQUIRED

Broker/ Agent/ Appraiser of Record Signature: _____ Date: _____

Office/Brokerage Name: _____

For Association Use: Assistant # _____ Assistant Broker/Agent/Appraiser ID # _____



124 S. Isabel Street, Glendale, CA 91205
 Phone: 818-241-2184 • Fax: 818-240-3572



GAOR CREDIT CARD AUTHORIZATION

Date: _____ **Name:** _____
Member ID: _____ **Office Name:** _____

I authorize the Glendale Association of REALTORS® (GAOR) to charge my credit card for the items checked below:

Annual Association Dues (NAR, CAR, GAOR)	
Board Dues (call for pricing) \$ _____	Affiliate Dues (call for pricing) \$ _____

Quarterly MLS Dues	
Current Quarter (3 month): \$160.00	Agent Assistant, Current Quarter: \$75.00
Pre-Pay 1 Year (Pay All 4 Quarters Now): \$640.00	

Late Fees	
GAOR Board Dues Late Fee: \$35.00	Affiliate Late Fee: \$35.00
C.A.R. Board Dues Late Fee: \$30.00	MLS Late Fee (Reactivation): \$35.00

Miscellaneous Fees		
GAOR Class \$ _____ <small>(Call GAOR for pricing)</small>	GAOR Sponsorship or Events \$ _____	Other \$ _____

NOTES:

TOTAL AMOUNT TO BE CHARGED: \$ _____

Email Address: _____ **Phone#** _____
Credit Card Type: Visa Mastercard Amex Discover
Credit Card Number: _____
Cardholder Name: _____ **Expiration Date:** _____
Billing Address: _____
Cardholder Signature _____ **Today's Date:** _____

NOTE: Credit Cards are not kept on file except for MLS auto-pay. A new form will be needed for each charge.

PLEASE FAX TO 818-240-3572 -or- EMAIL TO GAOR@GAOR.ORG