

MEMO

To: Unlicensed Office Associate (OFA) Applicants

FROM: Diane Cooke, Membership Dept., 517-323-4090 ext. 1101, frontdesk@glaronline.com

Thank you for your interest in obtaining a Log In and Password as an Unlicensed MLS Office Personnel.

Please Find Enclosed:

- OFA Application
- MLS User Agreement
- Unlicensed Assistant Information
- Authorization Form

Please Return to The Association:

- OFA Application
- MLS User Agreement
- Authorization Form

In order to qualify to be an Unlicensed Office Associate you must in fact be UNLICENSED. You can't have an active license no matter if you actively practice real estate or not. This includes licenses that are put into a holding or referral company. You must either return your license to the state or join as a REALTOR® member.

Office Associates pay a monthly rate of \$23.34. This rate includes Association Dues and MLS Participation Fees. Two payment options are available. An automatic monthly payment of \$23.34 can be made with your credit or debit card or via an ACH withdrawal from your checking or savings account. Please select and complete one of the two Authorization Forms that have been provided and keep a copy for your records. You may also choose to pay the year in full, at a prorated rate. Contact the Association for this amount.

If your duties include inputting and editing listings for the Company, please indicate those duties on line #9 of the Application; and have the Designated REALTOR® initial #9 for authorization.

Upon receipt of your Application and Authorization Form, your application will be processed and you will be charged \$23.34 for the current month. Your username and password will be issued at that time.

Although not required, we strongly encourage OFAs to take MLS Training offered free of charge at The Association. There is 1 four hour training course offered once every other month of the following dates:

February 4th, 2016 9 a.m.-1 p.m.

April 7th, 2016 9 a.m.- 1 p.m.

June 9th, 2016 9 a.m.- 1 p.m.

August 4th, 2016 9 a.m.- 1 p.m.

October 6th, 2016 9 a.m.- 1 p.m.

December 8th, 2016 9 a.m.- 1 p.m.

To register for these classes, for more information or with any questions, please call The Association.

Debi Stewart, MLS Manager
Extension 1112

Diane Cooke, Membership Dept.
Extension 1101

GREATER LANSING ASSOCIATION OF REALTORS®

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http://www.glaronline.com

UNLICENSED
OFFICE ASSOCIATE MEMBERSHIP APPLICATION
Real Estate Office Staff and/or Personal Assistant

1. APPLICANT _____ LAST 4 DIGITS OF SS# _____
(First Name) (Middle) (Last Name)

2. NAME OF FIRM _____

3. FIRM ADDRESS _____
(Street) (City) (State) (Zip)

Office Phone/Ext _____ Fax # _____

4. RESIDENCE ADDRESS _____
(Street) (City) (State) (Zip)

5. BIRTHDATE ____/____/____ BIRTHPLACE _____
(City) (State)

6. IF MARRIED, SPOUSE'S NAME _____

7. DO YOU HOLD ANY CURRENT REAL ESTATE OR APPRAISER LICENSES? Yes () No () If "yes," please list:

8. CURRENT POSITION WITH THE ABOVE FIRM _____

9. EMAIL _____ CELL PHONE _____

10. OFFICE ACTIVITIES/RESPONSIBILITIES _____

I herby apply for Membership in the Greater Lansing Association of REALTORS®. In the event my application is approved, I acknowledge that I have had access to, have carefully reviewed, and agree to abide by the Bylaws, and Rules and Regulations of the Greater Lansing Association of REALTORS®. I consent and authorize the Association, through its Membership Committee or otherwise to invite and receive information and comment about me from any Member, or other person. I further agree that any information and comment furnished to the Association by any Member or other person in response to any such invitation shall be conclusively deemed to be privileged and not form the basis of any action by me for slander, libel, or defamation of character. I also agree to explain to the Membership Committee or to its Members, any information relating to this application. I also acknowledge that I am not paying annual dues or an application fee; and, therefore, I will not receive membership services.

In addition, I give my authorization and permission for the Association to contact me through e-mail, voice mail, telephone, fax, and other forms of communication.

The foregoing facts and statements are true to the best of my knowledge and belief.

(Date) (Signature of Applicant)

(Date) (Signature of Designated REALTOR®)

GREATER LANSING ASSOCIATION OF REALTORS®**GLAR MLS User Agreement – MLS Office Personnel**

The following license terms and all terms and conditions set forth in the Greater Lansing Association of REALTORS® (“GLAR”) MLS Rules and Regulations, as they may be amended from time to time, shall govern the use of the GLAR MLS System.

1. **License Grant.** GLAR grants the undersigned Member of GLAR and Subscriber to the GLAR Multiple Listing Service (“MLS”) (the “User”) a nonexclusive and nontransferable license to use the GLAR MLS compilation and information in conjunction with the USER’s ordinary business activities of representing Buyers or Sellers in the purchase or sale of property or in the business of appraising real property. The license is granted in accordance with the terms outlined in this Agreement and in the GLAR MLS Rules and Regulations.

2. **Ownership and Copyright.** The GLAR MLS compilation and information is owned and copyrighted by GLAR. The USER’s license confers no title or ownership in the MLS compilation or information whatsoever. The MLS compilation is protected by United States Copyright laws and International Treaty Provisions. Except for the limited license provided hereunder, GLAR reserves all rights in and to the MLS compilation and information and all underlying data maintained by GLAR.

3. **Confidentiality and Security.** USER shall ensure that no person or entity shall be provided, have access to, have made available to it, or be able to use, the GLAR MLS compilation and information in violation of the GLAR MLS Rules and Regulations.

Accessing GLAR’s MLS System utilizing MLXchange will require use of a USER name and password. USER agrees that USER will not allow any other individual or firm to know or use USER’s name or password. USER acknowledges and agrees that the GLAR may assess penalties of up to \$10,000 per violation and/or take legal action against USER to recover damages for misuse of the MLS or for violating the GLAR MLS Rules and Regulations, including the Rules and Regulations dealing with the security of the MLS System. USER acknowledges that it is the responsibility of all Member/Subscribers of the MLS Service to report violations and it is the responsibility of USER’s Designated REALTOR® and the GLAR to enforce this Agreement and the GLAR MLS Rules and Regulations.

4. **Damages.** The information published and disseminated by the GLAR MLS is provided by the MLS Participants. The GLAR MLS does not verify such information provided and disclaims any responsibility for its accuracy. In no event shall the GLAR be liable for any damages, including but not limited to, special, indirect, incidental, or consequential damages of any nature regardless of whether such damages are alleged to arise in contract, tort (including negligence), warranty, or otherwise.

5. **Independent Professional Judgment.** The GLAR MLS and MLS compilation is not intended to replace the professional judgment and skill of the USER. USER shall be solely responsible for (i) checking the accuracy of any information obtained from the MLS and MLS compilation; (ii) acts and omissions, including but not limited to accuracy and adequacy, in entering data into the MLS; and (iii) any use or reliance on the MLS or the MLS compilation by the USER or USER’s customers. USER shall indemnify and hold harmless GLAR from any and all claims and liabilities, including reasonable attorney fees and court costs, arising from or related to USER’s use of the MLS or MLS compilation or USER’s Customer’s reliance on the MLS or MLS compilation’s data provided by the USER.

6. **Policies Regarding Other Display Venues.** The GLAR may from time to time provide access to other venues for the display of property listings, such as but not limited to, Web Sites and cable television channels or programs. Such other display venues may have a limited capacity. USER agrees that the GLAR Board of Directors may adopt policies regarding use of or access to those other display venues, including but not limited to policies regarding allocation among USERS of the limited capacity of such other display venues, which the Board of Directors in its sole judgment deems to be equitable, and USER agrees to be bound by those policies

7. **Unlicensed MLS Office Personnel.** Unlicensed MLS Office Personnel must apply to GLAR for permission to access the MLS. Upon approval, he/she may use the MLS within the employing GLAR MLS Member firm's course of daily inputting and updating of listing information and other functions performed for authorized subscribers/users of the MLS (within the employing GLAR MLS Member's firm). No outside personal use of the GLAR MLS is authorized or permitted.

8. My responsible supervising REALTOR® is _____.
Print name of Supervising REALTOR®

Signed _____
Signature of Supervising REALTOR®

Date _____

As the Designated REALTOR®/MLS Participant for _____
Company name

_____, I accept responsibility and give authorization for GLAR to grant permission for the following unlicensed MLS Office Personnel within my firm to access the MLS for use within my firm's course of daily inputting and updating of listing information and other functions performed for authorized USERS/SUBSCRIBERS of the MLS within the form.

Signed _____
Designated REALTOR® signature

Date _____

Signature of Unlicensed MLS Office Personnel

Signed _____ Date _____