

Access Application

REALTOR® Assistant / Brokerage Administrator

ITSO INFORMATION TECHNOLOGY
SYSTEMS ONTARIO

New Assistant/Administrator Access Checklist

The following must be completed in order for applications to be processed by the Board/Association.

- ✓ REALTOR® Assistants must be currently employed by a REALTOR® Member, Brokerage Administrators must be currently employed by a Brokerage Member.
- ✓ REALTOR® Assistant / Brokerage Administrator Access Application must be fully completed.
- ✓ \$100+HST Activation fee will be billed to the Responsible Brokerage for each Brokerage Administrator registered.
- ✓ \$50.00+HST Activation fee will be billed to the REALTOR® Member for each REALTOR® assistant.
- ✓ For each REALTOR® Assistant you have, you will be Invoiced quarterly \$45.00+HST.

Please note:

Once a COMPLETED application has been received and all required documentation has been provided, the application will be processed during regular business hours.

Login & new member information will be sent to the applicants' e-mail.

Applicant Profile Information

Full Name	
E-Mail Address	<input type="text"/>
Direct Phone #	

Association Use Only

User ID	
Brokerage ID	<input type="text"/>
Activated On	

Brokerage/Branch (Primary Location) Information

Brokerage Name					
Address					
City		Prov	ON	Postal Code	
Phone:					

Access Privileges

Brokerage Administrator (Access to **All** Brokerage/Branch Locations)

Broker of Record Initials:

Brokerage Administrator (Access to **Primary** Brokerage/Branch Location Only)

OR

REALTOR® Assistant (Must be set up with team privileges in Matrix™)

REALTOR® Member Initials:

Responsible REALTOR®
Member Name

Access Application

REALTOR® Assistant / Brokerage Administrator

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01

As the responsible REALTOR® or Brokerage Member, I certify that the above-named REALTOR® Assistant or Brokerage Administrator is not licenced with RECO or an appraiser and is employed by the above stated Brokerage. I am approving their access to the MLS® System (Matrix™).



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I agree, understand and warrant that the applicant is not an individual(s) whose primary commercial activity consists of any of the following: financial institutions, government agencies, credit bureaus or reporting agencies, collection agencies, lawyers, law firms, paralegal service firms, conveyancers, mortgage brokers, investment analysts, marketing companies, mapping or geospatial services companies, employees of another real estate board/association, MLS® System provider, software developers, re-sellers, assemblers, wholesalers or distributors of information or data products, media companies, surveyors or retailers.



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I understand that I, the REALTOR® or Brokerage Member, will be invoiced for each Authorized User Administrator or Assistant ID to access the MLS® System (Matrix™). I further understand that these fees are non-refundable.



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I understand that I will be liable for any unauthorized usage of the MLS® System (Matrix™) as outlined in the Regional MLS® Rules and in the End User License Agreement (EULA) that I must agree to and comply with when accessing the MLS® System.



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I will notify the Association office immediately when this REALTOR® Assistant or Brokerage Administrator is no longer employed by me for de-activation of their login and password. I also understand that failure to follow these procedures according to policy will result in a fine of \$100 (+HST).



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Training: The responsible Brokerage and/or REALTOR® member(s) is responsible for systems training of each new Personal Assistant or Office Administrator; specifically, for those systems used within the Brokerage. MLS® Systems training is available to all new Personal Assistants and Office Administrators, with only the Remote Entry (AKA Broker Load) being mandatory. Contact your Association for more information.



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The Clarity Security SAFEAccess™ login ID and password is provided for the sole and exclusive use of the REALTOR® Assistant or Administrator listed and may not be shared with or used by any other individual.

The Clarity Security SAFEAccess™ platform has effective, automated methods for tracking and identifying shared logins as well as an automated remediation process to deal with accounts violating this policy.

Failure to comply with this provision may result in the account being flagged and the matter being referred to the professional standards committee for possible disciplinary action against the offending assistant or administrator and REALTOR® Member, which may include a maximum fine outlined in the Associations By-Laws and loss of access privileges.

Signatures

Applicant Signature

Date

Broker of Record / Brokerage Manager Name
(Please Print)

REALTOR® Signature (Assistant Application Only)

Date

Broker of Record / Brokerage Manager
Signature

Date