



# Clerical User Application

Applicants are encouraged to apply in person. We require a legible copy of your government-issued ID

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Legal Name

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

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

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

## OFFICE INFORMATION

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

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

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

## LICENSE/ASSOCIATION INFORMATION

Assistants must be unlicensed, if assistant holds an active CA Real Estate license it must be placed 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 Rancho Southeast 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 #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Applications must include a copy of license.

Date of Birth: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_ (i.e. used to verify your info. in case you forget your password)

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

## OFFICE USE ONLY

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

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

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

**MLS ACCESS PERMISSIONS**

In order to assist a member and login under his/her account, Rancho Southeast 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 Rancho Southeast REALTORS® membership department to obtain the form).

**Office Assistant**

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

**PAYMENT INFORMATION**

I authorize the Rancho Southeast REALTORS® to charge \$ \_\_\_\_\_ on my:

VISA     MasterCard     American Express     Discover

Card Number: \_\_\_\_\_ CVV: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    Cardholder's Signature: \_\_\_\_\_

**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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_