ORANGE COUNTY REALTORS®
Association of Professionals

ASSISTANT APPLICATION

(APPLICATION FOR INDIVIDUALS ACTING AS AN ASSISTANT TO A SALESPERSON OR BROKER)

Please refer to www.ocrealtors.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.ocrealtors.org)

Name: _____ | | _____ Alias: _____
First Middle Initial (Required) Last

Contact Phone: _____ This is a: ☐ Cell ☐ Landline ☐ Opt-In for Text

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 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. Intial here: _____

☐ I do not have a Calfornia real estate license

☐ I have a Calfornia 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)

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.

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OC REALTORS® USE ONLY

USERNAME: _____ PASSWORD: _____

MEMBER #: _____

- 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. This includes access and the use of the Supra Key.
- All Assistants should review the MLS Rules and Regulations and the Data Integrity Standards at www.ocrealtors.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.dre.ca.gov.

Assistant's Signature: _____ Date: _____

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).

Assistant's Signature: _____ Date: _____

Responsible Agent's Name: _____

Responsible Agent's MLS User ID: _____ Email: _____

Responsible Agent's Signature: _____ Date: _____

Office Assistant

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

_____ 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).

REQUIRED SIGNATURES All information below is required.

Broker of Record Name: _____

Broker's MLS User ID: _____ Email: _____

Broker's Signature: _____ Date: _____