



Bay Area Real Estate Information Services, Inc.  
 153 Stony Circle, Suite 200 Santa Rosa, Ca 95401  
 Po Box 3367 Santa Rosa, Ca 95402  
 (707) 575-8000 Fax (707) 577-0140

**Fax to:** BAREIS MLS® Membership Department

**Fax #:** (707) 577-0140

**From:** \_\_\_\_\_

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

*\*\*Please note the following important information regarding being a Member of BAREIS MLS®.*

- ♦ BAREIS MLS® covers the five counties of Sonoma, Marin, Napa, Solano & Mendocino. BAREIS MLS® members also have access to MetroList, San Francisco Association, and MLS Listings through our data share agreement.
- ♦ BAREIS MLS® has service centers in all 5 of its main counties. At each service center you can join BAREIS MLS®.
- ♦ On [www.bareis.com](http://www.bareis.com) you can find all of our forms and information including BAREIS MLS® Rules & Regulations, Bylaws, weekly tour information, statistical information, training schedules, lists of service centers; their contact information and hours, etc.
- ♦ BAREIS MLS® uses the Rapattoni system and is accessed using Internet Explorer 6.0 or higher.

*A minimum of two business days is required to process your application, provided the application has been completed and payment received.*

**Non-Licensed Assistant Application Checklist:** (\*Required)

- \*Confirm that your Broker AND Agent is an active member of BAREIS MLS® and has signed your application.
- If you are licensed, confirm that your license is NBA status on DRE. If your license goes active, you must notify BAREIS MLS® and join as a Subscriber member.
- \*Non-Licensed Assistant Application
  - *Make sure your password is legible, using 6-12 characters. Please remember this password as it will not be included in your welcome email.*
- \*Payment in the form of Cash, Check made payable to BAREIS MLS®, or BAREIS MLS® Credit Card Authorization Form

Feb 8 <sup>th</sup> ~ Feb 24 <sup>th</sup>	Feb 27 <sup>th</sup> ~ Mar 23 <sup>rd</sup>	Mar 26 <sup>th</sup> ~ Apr 27 <sup>th</sup>	Apr 30 <sup>th</sup> ~ May 8 <sup>th</sup>	May 9 <sup>th</sup> ~ May 25 <sup>th</sup>
<b><u>\$115</u></b>	<b><u>\$92</u></b>	<b><u>\$69</u></b>	<b><u>\$46</u></b>	<b><u>\$115</u></b>
\$46 1 <sup>st</sup> qtr (Feb & Mar) \$69 2 <sup>nd</sup> qtr (Apr,May,Jun '12)	\$23 1 <sup>st</sup> qtr (Mar) \$69 2 <sup>nd</sup> qtr (Apr,May,Jun '12)	\$69 2 <sup>nd</sup> qtr (Apr,May,Jun '12)	\$46 2 <sup>nd</sup> qtr (May & Jun)	\$46 2 <sup>nd</sup> qtr (May & Jun) \$69 3 <sup>rd</sup> qtr (Jul,Aug,Sep '12)

# Non-Licensed Assistant Application

Please Fax to (707) 577-0140

If you are licensed, then you will need to fill out the Subscriber Application and contact BAREIS MLS® for information regarding Licensed Assistant policies.

All **Bold Fields** are required.

*Staff Use Only*

Agent ID: \_\_\_\_\_

**Assistant Name:** \_\_\_\_\_

**Office Name:** \_\_\_\_\_ **Office ID:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Office Phone #:** \_\_\_\_\_ **Desired Password:** \_\_\_\_\_

*6-12 Alphanumeric Characters*

**E-mail Address:** \_\_\_\_\_

**Agent / Broker to be billed for Assistant:** \_\_\_\_\_ **Agent ID:** \_\_\_\_\_

*Assistant access is \$69 per quarter. The initial payment must be submitted in order to process application.*

I authorize \_\_\_\_\_ to attend MLS classes and perform online functions including entering and modifying listings.

Access to Branch Office only

Company Wide Access

Asst. to Agent only

### CONFIDENTIALITY OF BAREIS INFORMATION:

I further agree and understand that, should the above named person misuse or disclose BAREIS MLS® information to any non-member, that I will be in violation of 5.4 of the BAREIS MLS® Rules and Regulations: "Administrative users may not provide any BAREIS MLS® data to persons other than the Participant or Subscriber under whom the administrative user is registered."

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

*\*Please allow 2 business days for processing. You will then receive an e-mail to the email address above with your login information.*

**Billed Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Broker Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please cancel Assistant: \_\_\_\_\_ Assist. ID: \_\_\_\_\_

*Name of assistant canceling.*



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Bay Area Real Estate Information Services, Inc. (BAREIS MLS®)

**Credit Card Authorization Form**

*Please fax to (707) 577-0140*

**All fields must be completed in order for the credit card to be processed.**

I \_\_\_\_\_, authorize Bay Area Real Estate Information Services, Inc. (BAREIS  
MLS®)

*Please Print Name of Card Holder*

to charge my credit card:  Visa  MasterCard In the amount of: \$ \_\_\_\_\_  
*We do NOT accept American Express or Discover*

16 Digit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

3-digit card code\*: \_\_\_\_\_ [\*The 3 digit code is the last 3 digits of the number found on the back of  
your credit card above your signature.]

Billing address of credit card: \_\_\_\_\_  
Address City Zip

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Payment being made for: \_\_\_\_\_ Agent ID: \_\_\_\_\_  
*Please Print Name of Member*

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

**\*Please note:** If credit card is denied upon 2<sup>nd</sup> attempt, a \$25 failed credit card fee will be assessed.

BAREIS MLS® offers a “Quarterly Credit Card” form to have your quarterly fees automatically deducted from your credit card.  
If you are interested in setting this up, please contact our accounting department or you can find the form on our website:  
[www.BAREIS.com](http://www.BAREIS.com) under “Membership Forms”.

*For Staff Use Only*

Authorization Code: \_\_\_\_\_



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