



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

**Email:** [membership@norcalmls.com](mailto:membership@norcalmls.com)

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

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

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

- ♦ BAREIS MLS® covers the five counties of Sonoma, Marin, Napa, Solano & Mendocino. BAREIS MLS® members also have access to MetroList, San Francisco Association, MLS Listings, East Bay, Sutter/Yuba, & Nevada County through our data share agreement.
- ♦ 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.

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*Please allow a minimum of 2 business days for processing, provided the application is complete and payment received.*

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

- \*Confirm that the billed agent or broker is an active member of BAREIS MLS® and has signed your application.
- If you are licensed, confirm that your license is NBA status on BRE. 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.*
- Billing Information – Please make sure the billed Broker/Agent is provided as assistants do not have accounts.

Please pay the amount that coincides with the date you submit the application.

Sept 29<sup>th</sup> thru Oct 8<sup>th</sup>  
4<sup>th</sup> Qtr. \$69.00

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

**Non-Licensed Assistant Application**

Please fax or email to (707) 577-0140 [membership@norcalmls.com](mailto:membership@norcalmls.com)

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

All **Bold Fields** are required.

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

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

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

**Office Phone #:** \_\_\_\_\_ **Desired Password:** \_\_\_\_\_  
6-12 Alphanumeric Characters

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

\*Please allow 2 business days for processing. You will be e-mailed to the address above.

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

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

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

Please cancel Assistant: \_\_\_\_\_ **Assist. ID:** \_\_\_\_\_  
Name of assistant canceling.



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<i>Staff Use Only</i>	
Agent ID: _____	BT ID: _____
Office ID: _____	BT BRE: _____

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**Credit Card Authorization Form**

Please fax or email to (707) 577-0140 [membership@norcalmls.com](mailto:membership@norcalmls.com)

**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”.



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