



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

**Non-Licensed Assistant Coversheet**

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

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

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

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

- ♦ 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.

**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
- Billing Information – Please make sure the billed Broker/Agent is provided as assistants do not have accounts.

Dec 27th - Jan 29th	Jan 30th - Feb 26th	Feb 27th - Mar 27th	Mar 28th - April 26th
Application Fee: \$ -	Application Fee: \$ -	Application Fee: \$ -	Application Fee: \$ -
1st Qrt \$69.00	Feb & Mar \$46.00	March \$ 23.00	2nd Qrt \$69.00
Total Due \$ 69.00	2nd Qrt \$69.00	2nd Qrt \$69.00	Total Due \$ 69.00
Total Due \$ 69.00	Total Due \$ 115.00	Total Due \$ 92.00	Total Due \$ 69.00
April 29th - May 29th	May 30th - June 26th	June 27th - July 29th	July 30th - Aug 28th
Application Fee: \$ -	Application Fee: \$ -	Application Fee: \$ -	Application Fee: \$ -
May & June \$ 46.00	June \$23.00	Application Fee: \$ -	Aug & Sept \$46.00
3rd Qrt \$69.00	3rd Qrt \$69.00	3rd Qrt \$69.00	4th Qrt \$69.00
Total Due \$ 115.00	Total Due \$ 92.00	Total Due \$ 69.00	Total Due \$ 115.00
Total Due \$ 115.00	Total Due \$ 92.00	Total Due \$ 69.00	Total Due \$ 115.00
Aug 29th - Sept 27th	Sept 30th - Oct 29th	Oct 29th - Nov 28th	Nov 29th - Dec 26th
Application Fee: \$ -	Application Fee: \$ -	Application Fee: \$ -	Application Fee: \$ -
Sept \$ 23.00	Application Fee: \$ -	Nov & Dec \$46.00	Dec \$23.00
4th Qrt \$69.00	4th Qrt \$69.00	1st Qrt \$69.00	1st Qrt \$69.00
Total Due \$ 92.00	Total Due \$ 69.00	Total Due \$ 115.00	Total Due \$ 92.00
Total Due \$ 92.00	Total Due \$ 69.00	Total Due \$ 115.00	Total Due \$ 92.00

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

**Non-Licensed Assistant Application**

Please email to [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 #:** \_\_\_\_\_

**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.*

*Staff Use Only*

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

Office ID: \_\_\_\_\_ BT BRE: \_\_\_\_\_



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## Credit Card Authorization Form

Please email to [membership@norcalmls.com](mailto:membership@norcalmls.com)

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

I \_\_\_\_\_, authorize Bay Area Real Estate Information Services, Inc. ("BAREIS")  
*Please Print Name of Card Holder*

to charge my credit card in the amount of: \$\_\_\_\_\_.

Credit card number: \_\_\_\_\_ Exp: \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Security code: \_\_\_\_\_

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 the second attempt, a \$25 failed-transaction credit card fee will be assessed.



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