

**BAREIS MLS®**  
**Non-Licensed Assistant Application**

**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® is the primary MLS serving Sonoma, Marin, Napa, Solano, and Mendocino counties (the “Principal Counties”). BAREIS Members also have access to MLS data from 6 other Northern California MLSs including Bay East Association of REALTORS®, bridge MLS, Contra Costa Association of REALTORS®, MetroList, MLSListings and San Francisco Association of REALTORS®
- ♦ On [www.bareis.com](http://www.bareis.com) you can find all our forms and information including BAREIS MLS® Rules & Regulations, Bylaws, weekly tour information, market statistics, training schedules, lists of local service centers and their contact information, 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
- \*A copy of your picture ID (Driver’s License, Passport, etc.)
- Billing Information – Please make sure the billed Broker/Agent is provided as assistants do not have accounts.

January		February		March		April	
1st Qtr. 2024	\$84.00	Feb. & Mar. 2024	\$56.00	March 2024	\$28.00	2nd Qtr. 2024	\$84.00
		2nd Qtr. 2024	\$84.00	2nd Qtr. 2024	\$84.00		
<b>Total Due</b>	<b>\$84.00</b>	<b>Total Due</b>	<b>\$140.00</b>	<b>Total Due</b>	<b>\$112.00</b>	<b>Total Due</b>	<b>\$84.00</b>
May		June		July		August	
May & June 2024	\$56.00	June 2024	\$28.00			Aug. & Sept. 2024	\$56.00
3rd Qtr. 2024	\$84.00	3rd Qtr. 2024	\$84.00	3rd Qtr. 2024	\$84.00	4th Qtr. 2024	\$84.00
<b>Total Due</b>	<b>\$140.00</b>	<b>Total Due</b>	<b>\$112.00</b>	<b>Total Due</b>	<b>\$84.00</b>	<b>Total Due</b>	<b>\$140.00</b>
September		October		November		December	
Sept. 2024	\$28.00			Nov. & Dec. 2024	\$56.00	Dec. 2024	\$28.00
4th Qtr. 2024	\$84.00	4th Qtr. 2024	\$84.00	1st Qtr. 2025	\$84.00	1st Qtr. 2025	\$84.00
<b>Total Due</b>	<b>\$112.00</b>	<b>Total Due</b>	<b>\$84.00</b>	<b>Total Due</b>	<b>\$140.00</b>	<b>Total Due</b>	<b>\$112.00</b>

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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.*

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

*Assistant access is \$84 per quarter. The initial payment must be submitted to process the application.*

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

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

*Name of assistant canceling.*

**Staff Use Only**

ID Verified

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

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



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**Credit Card Authorization Form**

**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.