



NewportMLS

401 Old Newport Blvd., Suite 100
Newport Beach, CA 92663
(949) 722-2300 * Fax (949) 631-4276

Clerical Assistant Registration Form

A Clerical Assistant is a real estate assistant/secretary who is authorized to access Broker Load for the sole purpose of imputing Listings and Changes, who does not hold an active real estate license.

I, _____ acting as Broker Participant in
the office of: _____ hereby submit

_____ to be registered as a Broker Load
Clerical Assistant through my participation in the Multiple Listing Service of NewportMLS. The
Clerical Assistant may be licensed however, they may not be a practicing licensee.

The Clerical Assistant understands that the password is CONFIDENTIAL and issued solely to
the Individual. Transfer or use by anyone other than that of the assigned Clerical Assistant is a
FELONY as cited in the California Penal Code.

By submitting the current MLS annual fee the dues will go through (July 1st through June 30th)
as well as a CRMLS Security Fee of \$35, I agree that the Clerical Assistant will attend a Broker
Load Training prior to being given formal authorization in Membership Records to access the
Broker Load Screens.

I also understand that the annual fee is not refundable and non-transferable.

REGISTRATION DATA (See Board/MLS Dues & Fees Schedule For Proration)

Clerical Assistant Name (please print): _____

DRE License (if applicable): _____ Email: _____

Business Name: _____ Bus. Phone #: _____

Business Address: _____ City: _____

Date: _____ Clerical Assistant Signature: _____

I certify that the above named Clerical Assistant does not hold an ACTIVE Real Estate

License. Date: _____ Broker Signature: _____