

Access Application

REALTOR® Assistant / Brokerage Administrator



New Assistant/Administrator Access Checklist

The following must be completed for applications to be processed by the Board/Association.

- ✓ REALTOR® Assistants must be currently employed by a REALTOR® Member, Brokerage Administrators must be currently employed by a Brokerage Member.
- ✓ REALTOR® Assistant / Brokerage Administrator Access Application must be fully completed.
- ✓ A fee of \$120.00+ HST/quarter will be billed to the Responsible REALTOR® Member's account for REALTOR® Assistant registered, plus one-time \$50.00 + HST fee for set up.
- ✓ A fee of \$16.00 + HST/quarter will be billed to the Responsible Brokerage or for each Brokerage Administrator registered, plus one-time \$50.00 + HST fee for set up.

Please note:

Once a COMPLETED application has been received and all required documentation has been provided, the application will take a maximum of 3 days to process.

Login & new member information will be sent to the applicants' e-mail.

Applicant Profile Information

Full Name	
E-Mail Address	
Direct Phone #	

Association Use Only

User ID	
Brokerage ID	
Activated On	

Brokerage/Branch (Primary Location) Information

Brokerage Name					
Address					
City		Prov		Postal Code	
Phone:					

Access Privileges

<input type="checkbox"/> Brokerage Administrator (Access to All Brokerage/Branch Locations)	Broker of Record Initials: _____
<input type="checkbox"/> Brokerage Administrator (Access to Primary Brokerage/Branch Location Only)	

OR

Email: membership@omdreb.ca



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REALTOR® Assistant (Must be set up with team privileges in the MLS® System.)

REALTOR® Member Initials:

Responsible REALTOR®
Member Name

Access Application

REALTOR® Assistant / Brokerage Administrator



The Oakville, Milton
and District Real Estate Board

01

As the responsible REALTOR® or Brokerage Member, I certify that the above-named REALTOR® Assistant or Brokerage Administrator is not licenced with RECO or an appraiser, and is employed by the above stated Brokerage. I am approving their access to the MLS® System.

☐
Initial

02

I agree, understand and warrant that the applicant is not an individual(s) whose primary commercial activity consists of any of the following: financial institutions, government agencies, credit bureaus or reporting agencies, collection agencies, lawyers, law firms, paralegal service firms, conveyancers, mortgage brokers, investment analysts, marketing companies, mapping or geospatial services companies, employees of another real estate board/association, MLS® System provider, software developers, re-sellers, assemblers, wholesalers or distributors of information or data products, media companies, surveyors or retailers.

☐
Initial

03

I understand that I, the REALTOR® or Brokerage Member, will be invoiced for each Authorized User Administrator or Assistant ID to access the MLS® System. I further understand that these fees are non-refundable.

☐
Initial

04

I understand that I will be liable for any unauthorized usage of the MLS® System as outlined in the Regional MLS® Rules and in the End User License Agreement (EULA) that I must agree to and comply with when accessing the MLS® System.

☐
Initial

05

I will notify the Association office immediately when this REALTOR® Assistant or Brokerage Administrator is no longer employed by me for de-activation of their login and password. I also understand that failure to follow these procedures according to policy will result in a fine of \$100 (+HST).

☐
Initial

06

Training

☐
Initial

Signatures

Applicant Signature

Date

Broker of Record / Manager Name (Please Print)

REALTOR® Signature (Assistant Application
Only)

Date

Broker of Record / Manager Signature

Date

Email: membership@omdreb.ca



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