

MEMBER ADMINISTRATOR ASSISTANT PROFILE (Employee)

Full Name:

E-mail Address:

Direct Phone Number:

RAHB REALTOR® MEMBER (Employer)

Full Name:

E-mail Address:

Direct Phone Number:

BROKERAGE / BRANCH OFFICE

Name:

Broker of Record / Manager Name:

Address:

Broker of Record / Manager E-mail:

Contact Number:

- I, as the employer certify that the above-named employee is not licensed with RECO, nor is a registered appraiser, and is employed by me.
- I will ensure the above-named employee will abide by RAHB Bylaw, MLS® Policies and Rules & Regulations.
- I will notify RAHB membership should the above-named employee is no longer employed by me or becomes a RECO registrant with a RAHB Brokerage member within 48 hours.
- I will ensure the above-named employee shall not:
 - o Divulge, share or compromise their password;
 - o Enable or permit other persons to access the RAHB MLS® System and/or download to a third party; and
 - o Make unauthorized copies of RAHB MLS® Data or proprietary software.

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continued on page 2

- I understand, that upon submission of this application, an electronic invoice will be sent to _____ *email address* _____ for remittance of the processing fee in the amount of \$50.00.

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- I further understand I will be responsible for a monthly fee of \$17.00 for each active Member Administrative Assistant employed by me and registered with RAHB. I understand that these fees are non-refundable.

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- I further understand the above-named employee must be set up within my team privileges in the RAHB MLS® System.

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- Once payment has been received, I understand the above-named employee will receive a unique user ID and temporary password to complete their enrollment process.

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SIGNATURE AUTHORIZATION

RAHB REALTOR® Member Signature:	Date: <i>(mm/dd/yyyy)</i>
REALTOR® Member Administrative Assistant Signature:	Date: <i>(mm/dd/yyyy)</i>
Broker of Record / Manager Signature:	Date: <i>(mm/dd/yyyy)</i>

Please submit the completed application to michelef@rahb.ca
The RAHB REALTOR® Member and the Member Administrator Assistant will be notified upon completion.

Above fees are subjected to HST