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## MEMBERSHIP APPLICATION

### MEMBERSHIP ENROLLMENT INSTRUCTIONS

- Fill out and sign the Application Form, Sub-lease Agreement, and Keyholder Return Policy.
- If you are a Sales Agent, your Broker **MUST** also sign all forms.
- Enrollment is held Monday through Friday between 9am and 4pm at the Contra Costa Association of REALTORS® office: 1870 Olympic Boulevard, Suite 200, Walnut Creek, CA 94596. No appointment is necessary.

### WHAT TO BRING TO ENROLLMENT

- All completed and signed forms.
- If you are a Sales Agent, your Broker **MUST** also sign all forms.
- Photocopy of your CalBRE license.
- Photocopy of your photo ID.
- A form of payment: Visa, MasterCard, Discover, American Express, Check, or Cash.
- If transferring from another Association, please provide a Letter of Good Standing from prior Association.

Please bring all necessary documents with you. If any documents are missing we can begin the process but will be unable to complete or give you access until we have all completed documents and signatures.



**CCAR**  
CONTRA COSTA  
ASSOCIATION OF REALTORS®

## REALTOR® AND/OR MLS APPLICATION

### TYPE OF APPLICATION

1. I apply for the following categories of membership (check all applicable boxes):
- REALTOR®
  - Designated REALTOR® Broker
  - MLS Broker Participant
  - MLS Agent Subscriber
  - MLS Appraiser Participant
  - Other: \_\_\_\_\_

### REQUIRED GENERAL INFORMATION

2. Legal Name: \_\_\_\_\_
3. Preferred Name (if different): \_\_\_\_\_
4. Home Address: \_\_\_\_\_  
(street) (city) (state) (zip code)
5. Preferred Contact Number: \_\_\_\_\_ 6. Preferred Fax Number: \_\_\_\_\_
7. E-mail Address: \_\_\_\_\_ 8. Birth Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_
9. Drivers License: \_\_\_\_\_ 10. NRDS Number: \_\_\_\_\_
11. CalBRE License Number: \_\_\_\_\_  
Type:  Broker  
 Salesperson  
 Corporate  
Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
12. OREA Appraiser License Number: \_\_\_\_\_  
Type:  Certified General  
 Certified Residential  
 Licensed  
Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
13. Firm Name: \_\_\_\_\_
14. Firm Address: \_\_\_\_\_  
(street) (city) (state) (zip code)
15. Firm Telephone Number: \_\_\_\_\_ 16. Firm Fax Number: \_\_\_\_\_
17. List all others dba's: \_\_\_\_\_  
\_\_\_\_\_
18. Which do you want as your primary mailing address?  Firm  Home



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19. Professional Designations:  GRI  CRS Other(s) (please specify): \_\_\_\_\_

20. List all Boards/Associations of REALTORS® and MLS to which you **CURRENTLY BELONG**: \_\_\_\_\_

\_\_\_\_\_  
List all Boards/Associations of REALTORS® and MLS to which you **PREVIOUSLY BELONGED**: \_\_\_\_\_

21. Persons other than principals, partners, corporate officers, or branch office managers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® membership. Persons other than principals, partners, corporate officers, or branch office managers of real estate or appraisal firms who hold a valid California real estate license must remain employed by or affiliated with a MLS Broker Participant or MLS Appraiser Participant of the MLS in order to join as a MLS Subscriber.

*If applicable, please complete below:*

Name of Designated REALTOR®: \_\_\_\_\_

Designated REALTOR® CalBRE License Number: \_\_\_\_\_

Name of MLS Broker or Appraiser Participant: \_\_\_\_\_

MLS Broker or Appraiser Participant CalBRE or OREA License Number: \_\_\_\_\_

**MLS BROKER PARTICIPANTS ONLY**

To be eligible for MLS membership, MLS Broker Participants must offer and/or accept compensation in the capacity of a real estate broker.

22. I certify that I actively endeavor during the operation of my real estate business to list real property of the type listed on the MLS and/or to accept offers of cooperation and compensation made by listing brokers or agents in the MLS.  
 Yes, I certify.  No, I cannot certify.

**DESIGNATED REALTOR®/MLS BROKER AND APPRAISER PARTICIPANT APPLICANTS ONLY**

Designated REALTOR® and MLS Broker and Appraiser Participant applicants must provide the Board/Association a list of licensees employed by or affiliated with them and must also regularly update the Board/Association on any changes, additions, or deletions from the list.

23. On a separate sheet, please list all licensees under your license, including their name, the type of license, and their DRE or OREA License Number.



24. I am a (check all applicable boxes):
- |  |  |
|--|--|
| <input type="checkbox"/> Sole Proprietor   | <input type="checkbox"/> General Partner       |
| <input type="checkbox"/> Corporate Officer | <input type="checkbox"/> Branch Office Manager |

If you checked any box in question 24, you must answer the following:

- 25a. Are you or your firm subject to any pending bankruptcy proceedings?  Yes  No  
 25b. Have you or your firm been adjudged bankrupt within the last three (3) years?  Yes  No

If you answered "Yes" to 25a or 25b, you may be required to make cash payments for membership dues and MLS fees.

26. I certify that I have no record of official sanctions rendered by the courts or other lawful authorities for violations of:
- (i) civil rights laws within the last three (3) years  
 Yes, I certify.  No, I cannot certify.
  - (ii) real estate license laws within the last three (3) years  
 Yes, I certify.  No, I cannot certify.
  - (iii) criminal convictions where (1) the crime was punishable by death or imprisonment in excess of one year under the law under which you were convicted and (2) no more than ten years have elapsed since the date of the conviction or your release from the confinement imposed for that conviction, whichever is the later date.  
 Yes, I certify.  No, I cannot certify.

If you could not certify any of the above, please attach additional sheets with all relevant details about the violation(s), including the date(s), type of violation(s), and a copy of the discipline, if any.

27. Have you ever been disciplined by any of the above Boards/Associations or MLSs in question 20?  
 Yes (Please attach copies of the discipline)  No
28. Have you ever been disciplined by the CalBRE?  
 Yes (Please provide all relevant details and dates or attach copies of discipline)  No



## GENERAL TERMS AND CONDITIONS OF MEMBERSHIP

### 1. **BYLAWS, POLICIES, AND RULES**

I agree to abide by the bylaws, policies and rules of the Board/Association, the bylaws, policies and rules of the California Association of REALTORS®, and the constitution, bylaws, policies and rules of the National Association of REALTORS®, all as may from time to time be amended.

### 2. **USE OF THE TERM REALTOR®**

I understand that the professional designation REALTOR® is a federally registered trademark of the National Association of REALTORS® ("NAR") and use of this designation is subject to NAR rules and regulations. I agree that I cannot use this professional designation until this application is approved, all my membership requirements are completed, and I am notified of membership approval in this designation. I further agree that should I cease to be a REALTOR®, I will discontinue use of the term REALTOR® in all certificates, signs, seals or any other medium.

### 3. **ORIENTATION**

I understand that if the Board/Association or the MLS requires orientation, I must attend such orientation prior to becoming a member of the Board/Association or MLS.

### 4. **NO REFUND**

I understand that my Board/Association membership dues and MLS fees are non-refundable. In the event I fail to maintain eligibility for membership or for MLS Services for any reason, I understand I will not be entitled to a refund of my dues or fees.

### 5. **AUTHORIZATION TO RELEASE AND USE INFORMATION; WAIVER**

I authorize the Board/Association or its representatives to verify any information provided by me in this application by any method including contacting the California Department of Real Estate, my current or past responsible broker or designated REALTOR®, or any Board/Association or MLS where I held, or continue to hold, any type of membership. I further authorize any Board/Association or MLS where I held, continue to hold, any type of membership to release all my membership or disciplinary records to this Board/Association, including information regarding (i) all final findings of Code of Ethics violations or other membership duties within the past three (3) years; (ii) pending ethics complaints (or hearings); (iii) unsatisfied discipline pending; (iv) pending arbitration requests (or hearings); and (v) unpaid arbitration awards or unpaid financial obligations. I understand that any information gathered under this authorization may be used in evaluating my application for membership and future disciplinary sanctions. I waive any legal claim or cause of action against the Board/Association, its agents, employees or members including, but not limited to, slander, libel or defamation of character, that may arise from any action taken to verify, evaluate or process this application or other use of the information authorized and released hereunder.

### 6. **BY SIGNING THIS APPLICATION**

I expressly authorize the Board/Association, including the local, state and national, or their subsidiaries or representatives to fax, e-mail, telephone or send by U.S. mail to me, at the fax numbers, e-mail, telephones and

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addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Board/Association.

## 7. **ADDITIONAL TERMS AND CONDITIONS FOR MLS APPLICANTS ONLY**

I understand and agree that by becoming and remaining a broker participant or subscriber to the MLS, I agree to abide by the MLS rules, as from time to time amended, including but not limited to the following:

- A. I agree not to use the MLS data for any purpose other than to market property or support market valuations or appraisals as specifically set forth in the rules.
- B. I agree not to reproduce any portion of the active listings except as provided in the MLS rules.
- C. I agree not to download MLS data except as provided in the MLS rules.
- D. I agree not to allow anyone other than authorized participants, their subscribers and the clerical users as defined in the MLS rules to access any computer receiving MLS information. I agree not to transmit the information to any participants, subscribers and clerical users not authorized to access the system by the rules. I agree not to use the MLS to create another product except as may be used by the participant who downloaded the data in compliance with the MLS rules.
- E. I agree I will not give or sell my password to any person or make it available to any person. I further understand that the California Penal Code and the United States Code prohibits unauthorized access to computer data bases. I agree not to allow such unauthorized access by use of either any of my equipment or pass codes.
- F. I understand that clerical users may be authorized to have limited access to the MLS for clerical support only. I understand that clerical users are not allowed to use the information in any way other than to provide such information to me. Persons performing any activities that require a real estate license are not eligible for this clerical users classification. I further understand that any violation by a clerical user employed by me, under contract with me or used by me is my responsibility and can result in discipline and ultimate termination of MLS services.
- G. The security of homeowners depends on the security of the lockbox system. I will not lend or make available my lockbox key to any person, even if an authorized MLS user. I further understand that the Board can incur costs in securing the system if I fail to take adequate measures to protect my key and lockbox and that I may be held responsible for these costs.
- H. I understand and agree that the above statements are in addition to the MLS rules, to which I have also agreed. Violation of any MLS rule may result in discipline, fine and ultimate termination of the service. In addition to that, my actions may cause damage to Board/Association which owns the MLS and the Board may pursue its legal remedies against me to recover such damages.

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I. I acknowledge that by inputting data into the MLS that I am passing copyright license over to the Contra Costa Association of REALTORS® Multiple Listing Service, Inc.

**8. REALTOR® AND MLS APPLICANTS ONLY; ARBITRATION AGREEMENT**

A condition of membership in the Board/Association as a REALTOR® and participant in the MLS is that you agree to binding arbitration of disputes. As a REALTOR® (including Designated REALTOR®) member, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other REALTOR® members of this Board/Association; (ii) with any member of the California or National Association of REALTORS®; and (iii) any client provided the client agrees to binding arbitration at the Board/Association. As a MLS Broker or Appraiser Participant or MLS Subscriber, you agree for yourself and the corporation or firm for which you act as a partner, officer, principal or branch office manager to binding arbitration of disputes with (i) other MLS participants and subscribers; or (ii) any other MLS Broker or Appraiser Participant or MLS Subscriber of another Board/Association MLS which shares a common database with this Board/Association MLS through a Regional or Reciprocal Agreement. Any arbitration under this agreement shall be conducted using the Board/Association facilities and in accordance with the Board/Association rules and procedures for arbitration.

**9. INDEMNITY**

A condition of membership in the Board/Association as a REALTOR® and Participant in the MLS is that you agree to indemnify, defend and hold harmless the Contra Costa Association of REALTORS® and Multiple Listing Service, Inc., and their officers, directors, shareholders, and employees from and against any and all damages, enforcement proceedings, judgments, orders, fines, causes of action, claims, liability, personal injuries, costs and expenses (including without limitation, attorney’s fees and costs) in any way arising from or related to this Agreement, including without limitation, Confidential Information, copyrights or User’s breach of this Agreement.

**ONLINE SYSTEM AGREEMENT**

**IN WITNESS WHEREOF, OF THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT:**

This Agreement is for access to the Online Computer System and it is made and entered into by and between The Contra Costa Association of REALTORS® Multiple Listing Service, Inc. (referred to in the Agreement as “CCAR MLS”) and the undersigned, a current MLS Designated Broker Participant (referred to in this agreement as “Subscriber”).

Subscriber may extend this Agreement to a current MLS licensed real estate salesperson (referred to in this agreement as “Salesperson”), affiliated with Subscriber, through his/her current MLS participation. This extension will be evidenced by Subscriber’s and Salesperson’s signatures on this Agreement.

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1. **TERM**

- A. All On Line System Agreements with the appropriate signatures and information will be processed within two (2) working days from receipt by CCAR MLS.
- B. Subscriber and CCAR MLS shall each have the option to cancel this agreement upon 15 days prior written notice to the other party.
- C. Subscriber must be a member in good standing with the CCAR MLS. In the event that Subscriber and/or Salesperson has not paid dues, fees, and charges associated with Participation Fees, MLS books, CMLS books, or any fees payable pursuant to this Agreement prior to delinquency, the CCAR MLS shall have the right to immediately terminate this Agreement in which event Subscriber’s computer terminal shall be prohibited access to the information system. Upon regaining good standing status with the CCAR MLS, including payment of any delinquent sums, including reinstatement fees, this Agreement shall be reinstated.
- D. In the case of a transfer by Subscriber and/or Salesperson to another office, the transfer fee must be paid and a new On-Line System Agreement must be signed by the new Designated Broker Participant.

2. **ASSIGNMENT**

Subscriber shall not assign, except as noted above in paragraph 2, its rights to access and use of the Online Computer Information System or any MLS copyrighted materials produced by said computer system without the prior written consent of CCAR MLS Board of Directors.

3. **CONFIDENTIALITY**

Subscriber and/or Salesperson agree that all data and information relating to the Information System shall be for the sole use of Subscriber and/or Salesperson and shall not be provided to any other person or entity.

The only exception to the above stated confidentiality rule is for the printout for client, referred to as “CLI” done by Subscriber of Salesperson, for client information purposes.

The Subscriber and/or Salesperson shall not divulge, give out assign, or otherwise transfer their MLS password or log on codes to any other parties, including, but not limited to licensed or non-licensed individuals or other MLS Participants. **THIS AGREEMENT IS SUBJECT TO ALL MLS RULES AND REGULATIONS.** Divulging the log on codes and/or password to any other party may also be a criminal offense under California Penal Code Sections 502(c), (3) and (7).

4. **MAINTENANCE**

Subscriber understands and agrees that maintenance and repairs of terminal(s) or personal computer(s) is the responsibility of the Subscriber.

5. **LIABILITY**

CCAR MLS shall not be liable for any failure to perform under this agreement or for any default, loss, or damage suffered by Subscriber or Salesperson due to any occurrence, including, without limitation, fire, flood, material or

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labor shortages, breakdown or malfunction of the Information System, or inaccuracy of data of information contained in the Information System. Subscriber and Salesperson agree to hold harmless and indemnify CCAR MLS from any liability to third parties for inaccuracy of data or information contained in the Information System unless such inaccuracy was caused by the intentional or willful misconduct on the part of CCAR MLS.

#### 6. **DESIGNATED REALTORS®**

Each firm shall designate in writing one REALTOR® member who shall be responsible for the conduct of individuals affiliated with the firm and accountable to the Association for all duties and obligations of Association membership. The "Designated REALTOR®" must be the sole proprietor, partner, corporate officer or an office manager acting on behalf of the firm's principal(s) and must have the authority to bind the firm in arbitration and must meet all the other qualifications for REALTOR® membership set forth in Section 3 of CCAR's Bylaws.

#### 7. **CHANGE IN DESIGNATED BROKER, CANCELLATION**

If there is a change in the Designated Broker who is a party to this agreement, such a change shall constitute a cancellation of this agreement and MLS shall have the right to discontinue MLS privileges at their option. The new Designated Broker shall become responsible for immediately signing a new Online System Agreement before continuation of MLS Services. New Designated Broker shall either sign said new Online System Agreement, or have the option of notifying CCAR MLS in writing of their willingness to assume and accept entire responsibility of the Online System Agreement(s) signed by the previous Designated Broker.

## **PRIVACY POLICIES**

The Contra Costa Association of REALTORS® (CCAR) has created these Privacy Policies to demonstrate our firm commitment to privacy and so that you, as a visitor CCAR Online ("*Website or ccartoday.com*"), will be aware of the uses made of information that may be generated as a result of you using our Website.

### **WHAT INFORMATION IS GENERATED WHEN YOU VISIT CCAR ONLINE?**

Depending on how you use our Website, certain types of personal and non-personal information may be generated and collected. For example, you may give us your name or email address when you complete a registration screen, respond to a questionnaire or survey or submit an email to us. Any personal information that you provide us will be used by us primarily to fulfill the stated objective for which the information was requested or collected (*e.g., if information is provided as a result of you emailing us, we will use the information provided, such as an email address, to respond to you*).

Other types of information that may be generated and collected when you use our Website include information that we consider non-personal in nature. For example, we may collect the name of the domain from which you access the Internet (*e.g., aol.com, if you are connecting from an America Online account*); the date and time you access our site and the internet address of the Website from which you linked directly to our site. We use this information to measure the number of visitors to the different sections of our Website and to help us make our Website more useful to visitors.

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## USE OF COOKIES

What is a cookie? A cookie is a data file that is created and stored on your computer's hard drive when you visit any website. The typical purpose of a cookie is to make your use of websites easier and more convenient and to assist the website in tracking the use of the site. For example, a cookie may save the registration information, passwords, purchases, or preferences that you create when using a website so you don't have to reenter this information. Cookie technology is used by most websites and is considered an industry standard for the Internet.

Our Website uses cookie technology to verify user information. *(Please see the section titled "Advertisements" for more information concerning advertisers).* Also, most Internet browsers are initially set to accept cookies. If you prefer, you may set your browser so that it refuses cookies or alerts you when cookies are being created on your hard drive. You should be aware though that by not accepting cookies, you may impair your ability to use certain shopping or password protected areas of websites.

## CCAR MEMBER DIRECTORY

As one of the many benefits of Membership with CCAR, we make available on our Website a searchable database of our members called "Find a Member" or "Find a REALTOR®", along with various rosters of offices and CCAR Members. The purpose of this Directory is to assist CCAR Members and the public to locate and contact CCAR Members. The CCAR Member information made available through these directories is intended to contain only the business information of our Members. Please see the CCAR Privacy Policy located in the about section of the Website for additional information about CCAR's policy with respect to these directories. Under no circumstances will we intentionally display or make available on our Website the personal home addresses or phone numbers of our Members.

If you are a member of CCAR and would like to be removed from the searchable data base on our Website, please see the section called "Choice/Opt Out" If you have corrections or updates to the searchable data base, please use the "Contact" section of the website and send CCAR an email using the category of "Membership" on the drop down menu, or you may write us at 1870 Olympic Boulevard, Suite 200, Walnut Creek, CA 94596, Attn: Director of Member Services.

## SURVEYS

We may from time to time create and use surveys on our Website. We may from time to time ask you for your name, email address, or demographic information. If a survey does ask you this information, we will use the information to complete the survey, compile statistics and update Member records.

## ADVERTISEMENTS

Like many other sites on the Internet, we sell advertising space on our Website to other companies. The advertising space we sell is usually in the form of an electronic "Advertisement Banner." An advertisement banner is essentially a graphic link to the actual Internet site of the advertiser.

While we hope you find our advertiser's products helpful, we cannot assume any responsibility for the privacy practices of our advertisers. Therefore, like any other Internet site you may visit, we encourage you to become knowledgeable of the privacy policies and practices of our advertisers prior to providing information on their sites.

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## **PUBLIC CHAT ROOMS OR FORUMS**

From time to time a discussion, bulletin board, blog, chat area, news group, community, or other feature designed so that Users may upload data and images or communicate with others ("Forum") may be made available to users on our Website. CCAR, in its sole discretion, reserves the right to review, control or edit and text, data, images, files, or other materials that may be uploaded, posted or submitted in any Forum ("Submissions") as well as the right to refuse to post any such Submission. Please remember that any information you disclose on these types of features will be accessible to the public and you should exercise caution prior to disclosing any personal information on these features.

## **REQUIRED BY LAW**

We may disclose information provided by you if we are legally required to do so, such as by court order or subpoena.

## **SECURITY**

We have adopted what we consider to be reasonable security measures to protect against the loss, theft, misuse, and alternation of information collected through our Website. However, if you are concerned about the security of the Internet or our Website, we suggest that you not provide this information.

## **OTHER PRODUCTS AND SERVICES**

Although we generally collect and use information to fulfill the stated objective for which the information was requested or collected, we may also provide the information to our subsidiary so that we may send you information regarding other products or services that may be valuable or interesting to you.

## **CHILDREN'S GUIDELINES**

Our Website does not currently attempt to collect or solicit information from persons who are under the age of eighteen (18). However, given the anonymous nature of the Internet, it is possible that someone under the age of eighteen (18) may access our Website and provide us with personal information. If this situation occurs and it is brought to our attention, we will not use the information in any way without prior parental consent and we will take all reasonable steps to prevent it from occurring again.

## **CREDIT CARD INFORMATION**

Credit information that you and credit authorizers provide when you make payments by credit card for products, dues, fees, events, classes, or other services through CCAR will only be used to process the transactions you request. This information will never be sold, shared, or provided to other third parties, and will otherwise be kept confidential.

## **CHOICE/OPT-OUT**

CCAR's Privacy Policy information, which is available under the "About" tab on the Website, provides you the opportunity to opt-out of receiving certain communications from us, and you may choose to opt-out of having your name and contact information included in our searchable database of Members. To exercise your opt-out privilege, please email us using the "Contact" tab in Website and choose the "Membership" drop down as the category of your email, or you may email us at: **[mbr-assist@ccartoday.com](mailto:mbr-assist@ccartoday.com)** or write us at: 1870 Olympic Boulevard, Suite 200, Walnut Creek, CA 94596, Attn: Director of Member services. To insure your request is processed timely and accurately, please provide the following information with your request: first name, last name, office name, office telephone number, CalBRE License number and NRDS number.

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CCAR will process your request as quickly as possible; however, your name may continue to be reproduced in the Member Directory until the request is ultimately processed. CCAR apologizes in advance for any inconvenience this may cause.

## CONTACTING OUR WEBSITE

If you have any questions about this Privacy Policy, the practices of our Website, your dealings with our Website, or any other observations or comments about our Website please feel free to click on the "Feedback" square shown in our website, or use the "contact" button in the bar at the top of the Website and select the "Website Feedback" choice in the drop down box under category. Or write us at 1870 Olympic Boulevard, Suite 200, Walnut Creek, CA 94956, Attn: Director of Member Services.

## NEW MEMBER ORIENTATION

Applicants for REALTOR® membership must attend an orientation program within the first six (6) months of membership. In the event the new Member fails to comply, they may be subject to suspension or disciplinary action upon such a determination by the Board of Directors.

## SIGNATURES

I certify that I have read and agree to the terms and conditions of this application and that all information given in this application is true and correct. Furthermore by signing below I agree to the terms set forth in the above mentioned **ONLINE SYSTEM AGREEMENT**. I also have received, read, and agree to the terms of **CCAR's PRIVACY POLICIES**. I agree to provide CCAR with a working email address that I check regularly and that all official communications from CCAR, including Membership and MLS billings will be distributed primarily by email.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Designated REALTOR® (BROKER)

\_\_\_\_\_  
Signature of Designated REALTOR® (BROKER)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of MLS Participant (MLS ONLY BROKER)

\_\_\_\_\_  
Signature of MLS Participant (MLS ONLY BROKER) Date



## NONUSE OF MLS CERTIFICATION FORM

**TO DESIGNATED REALTORS® AND/OR MLS BROKER PARTICIPANTS:** To Designated REALTORS® and/or MLS Broker Participants: Please complete the following and email (*support@ccartoday.com*) to the association office no later than \_\_\_\_\_.

**MLS RULES AND REGULATIONS:**

**5.1.6 Certification of Nonuse.** Participants may be relieved from payment under section 5.1.2 and 5.1.5 hereunder by certifying in writing to the MLS that a licensed or certified person in the office is engaged solely in activities that do not require a real estate license or certification (clerical, etc.), or that the real estate licensee or licensed or certified appraiser will not use the MLS or MLS compilation in any way. In the event a real estate licensee or appraiser is found in violation of the nonuse certification, the participant shall be subject to all MLS fees dating back to the date of the certification. The participant and subscriber may also be subject to any other sanction imposed for violation of MLS rules including, but not limited to, a citation and suspension or termination of participation rights and access to the service.

In accordance with section 5.1.6 Certification of Nonuse, of the MLS Rules and Regulations, this will certify that the undersigned Designated REALTOR® and/or MLS Broker Participant (or his firm) hereby acknowledges and confirms that the licensed or certified persons listed below will not be accessing the MLS or be provided access to the MLS Data in any manner.

Agent Name:	NRDS #:	License #:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certified by: \_\_\_\_\_  
(Designated REALTOR®/MLS Broker Participant)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name of firm: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_



**CCAR**  
CONTRA COSTA  
ASSOCIATION OF REALTORS®

## CREDIT CARD AUTHORIZATION FORM

### CREDIT CARD TYPE


 
 
 

### CREDIT CARD NUMBER *(no spaces or dashes)*

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### EXPIRATION DATE

--	--	--	--

### SECURITY CODE

--	--	--	--	--	--

Amount: \$ \_\_\_\_\_ Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
(street) (city) (state) (zip code)

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Description: \_\_\_\_\_

Email address for receipt: \_\_\_\_\_

### MAIL, FAX, OR EMAIL COMPLETED FORM TO

- **Contra Costa Association of REALTORS®**  
1870 Olympic Boulevard, Suite 200  
Walnut Creek, CA 94596
- **Fax:** 925.938.1294
- **Email:** [support@ccartoday.com](mailto:support@ccartoday.com)