

GUIDELINES FOR OFFICE STAFF

Office staff cannot complete any task for which a license is required, and it would be considered unprofessional conduct for you to assist in unlicensed practice.

YES

- ✓ Log in to the MLS with their own username and password.
- ✓ Access the employer's account using the "Team" feature (This process will be explained to the assistant upon approval of this application).
- ✓ Prepare descriptive materials on listed properties using MLS information (e.g., ads, packets, or copies of info from the MLS print outs).
- ✓ Install Lock Boxes on properties **ONLY** if employer has released shackle for them (Sharing of key cards is a violation of MLS Policy and will result in a \$1,000.00 fine on the first offense).
- ✓ Hold properties open for Thursday morning MLS tours ONLY after their employer has escorted them inside. The employer must also lock the door after the tour is over.
- ✓ Access MLS to run searches for the purpose of the employer to do market analysis.
- ✓ Assemble or calculate statistics relating to sales performances using information in or derived from the MLS compilations/database (*Not for public distribution*).
- ✓ Input listings into the MLS.
- ✓ Maintain listings in the MLS.
- ✓ Terminate listings in the MLS through use of the Team Feature in Matrix.

NO

- ☒ Log in to the MLS using the agents' username and password.
- ☒ Have possession of a clients' house key(s) for any length of time.
- ☒ Access MLS to run amortization schedules, buyer qualifications, or other "service" programs for buyers, sellers, or the general public.
- ☒ Show a listing to a potential buyer (This rule is established by the Board of Realty Regulation).
- ☒ Hold an Open House for the public (This rule is established by the Board of Realty Regulation).