



# Unlicensed Personal Assistant Packet (UPA)

PH: (216) 485-4100 / FX: (216) 485-4159  
Email Form to Membership@MLSNow.com

**Please read the below information before completing this form.**

MLS Now offers the option to add UPAs as a courtesy. The purpose of a UPA for a real estate agent is to grant them access to enter and modify listings for agents who have input capabilities, as well as to conduct searches. The purpose of a UPA for an appraiser is to grant them access to run searches or give the MLS Now Appraiser Participant the option to add their licensed appraiser assistants.

The following cannot be added as UPAs:

- 1.) Out-of-state or Ohio licensed agents or appraisers.
- 2.) Agents licensed with a referral or holding company.
- 3.) Licensees showing suspended with the State.
- 4.) Unlicensed persons working for investors, builders, mortgage companies, title companies, or any other real estate-related business.

UPA's Name: \_\_\_\_\_ UPA's ID: \_\_\_\_\_  
(Print Name) (Leave Blank if New UPA/If Existing UPA Add ID)

UPA's Email Address: \_\_\_\_\_ UPA's Phone #: \_\_\_\_\_

Has this UPA ever been licensed as a broker, agent, or appraiser (in any state)? (Yes: \_\_\_\_\_ License #: \_\_\_\_\_) No: \_\_\_\_\_

Is this UPA replacing one of your other UPAs? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, UPA Name and ID being replaced: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Agent's ID: \_\_\_\_\_  
(Print Name) (Real Estate License Number)

Agent's Email Address: \_\_\_\_\_ Office MLS ID: \_\_\_\_\_

Company Name: \_\_\_\_\_

Participant's Name: \_\_\_\_\_  
(Print Name) – This is the primary broker/participant of record with MLS Now

*I, (MLS Now Participant,) permit the above agent to add the above UPA as his/her own "unlicensed" personal assistant. The agent and I both understand that the UPA will be assigned his/her unique ID and password and that the agent will be billed \$5.00/month (billed \$30.00 semi-annually) for this UPA.*

*Additionally, I understand that the agent is responsible for notifying MLS Now when their UPA leaves, however, the MLS Now Participant retains ultimate responsibility to MLS Now regarding removal of UPAs and fees associated with UPAs.*

*Furthermore, I understand that access to information from MLS Now is a privilege with limited rights. MLS Now computer passwords are confidential. Violation of these limited rights will result in disciplinary action and a \$1,000 fine against the MLS Now Participant, which cannot be waived by attending the Rules Class.*

**Certified Digital and handwritten signatures are allowed but not typed signatures.**

MLS Now Participant's Signature: \_\_\_\_\_  
This is the primary broker/participant of record with MLS Now

Agent's Signature: \_\_\_\_\_

UPAs Signature: \_\_\_\_\_

# CONFIDENTIALITY/NON-DISCLOSURE AGREEMENT

## (Unlicensed Personal Assistants)

This Confidentiality/Non-Disclosure Agreement (this "Agreement") is entered into as of \_\_\_\_\_, 20\_\_ by and between the MLS Now and \_\_\_\_\_ ("Unlicensed Personal Assistant"), together with \_\_\_\_\_ ("Participant") of MLS Now.

WHEREAS the parties hereto wish to clarify the obligations of the UPA (Unlicensed Personal Assistant) to maintain confidentiality and non-disclosure with respect to information acquired in the course of his/her employment with a member Participant of MLS Now, and

WHEREAS Unlicensed Personal Assistant hereby reaffirms their understanding of the obligation not to disclose confidential information as a condition of employment with an MLS Now Participant.

NOW, THEREFORE, in consideration of the premises and for other good and valuable consideration, the parties agree as follows:

1. Unlicensed Personal Assistant shall not, at any time, during his/her service to the MLS Now Participant, make use of or disclose, directly or indirectly, any (i) trade secret or any other confidential or secret information of MLS Now or of any of its subsidiaries or (ii) other technical, business, proprietary or financial information of MLS Now or any of its subsidiaries not available to the public generally or to the competitors of MLS Now, except to the extent that such Confidential Information (a) becomes a matter of public record or published in a newspaper, magazine or other periodical or is otherwise available to the general public, (b) is required to be disclosed by any law, regulation or order of any court or regulatory commission, department or agency, provided that the Unlicensed Personal Assistant gives prompt notice of such requirement to its employing MLS Now Participant and/or directly to MLS Now to enable their employing MLS Now Participant and/or MLS Now to seek an appropriate protective order, or (c) is required to be used or disclosed by the Unlicensed Personal Assistant to perform properly his/her duties pursuant to his/her employment with the MLS Now Participant. Promptly following the termination of service, the Unlicensed Personal Assistant shall surrender all records, memoranda, notes, plans, reports, computer tapes, software, and other documents and data that constitute Confidential Information that the Unlicensed Personal Assistant may then possess.

2. The parties hereto agree that MLS Now and its subsidiaries would be damaged irreparably if any provision of the preceding paragraph of this Agreement were not performed in accordance with its terms or were otherwise breached and that money damages would be an inadequate remedy for any such nonperformance or breach.

Accordingly, MLS Now and its successors are permitted to assign and shall be entitled, in addition to other rights and remedies existing in their favor, to an injunction or injunctions to prevent any breach or threatened breach of any of such provisions and to enforce such provisions specifically (without posting a bond or other security). Unlicensed Personal Assistant agrees to submit to the personal jurisdiction of the courts of the State of Ohio in any action by MLS Now to enforce an arbitration award against the Unlicensed Personal Assistant or to obtain injunctive or other equitable relief.

3. The provisions of Paragraphs 1 and 2, above, shall survive and continue in full force and effect in accordance with their respective employment with MLS Now Participant notwithstanding any resignation or termination of his/her employment with the MLS Now Participant pursuant to the Bylaws of MLS Now.

4. Access to information from MLS Now is a privilege with limited rights. Your computer password is confidential. Violation of these limited rights will result in disciplinary action and a \$1,000 fine which **cannot** be waived by attending MLS NOW Rules and Regulation class.

5. This Agreement shall be governed by construed and enforced in accordance with the laws of the State of Ohio without regard to principles of conflicts of law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

MLS Now CEO's Signature:

MLS Now Participant's Signature:

UPA's Signature

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**Email UPA Packet to [Membership@MLSNow.com](mailto:Membership@MLSNow.com)**