



# Northern Ohio Regional Multiple Listing Service

5605 Valley Belt Road, Independence, OH 44131

PH: 216-485-4100 / FAX: 216-485-4159

## Unlicensed Personal Assistant Form (UPA)

**Adding UPA: New UPA \_\_\_\_\_ or Existing UPA \_\_\_\_\_ ?**

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 #: \_\_\_\_\_

Is UPA currently employed by a builder, mortgage co., title co., or any other real estate related business? Yes: \_\_\_ No: \_\_\_

If so, company name: \_\_\_\_\_

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

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

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

(NOTE: Licensed referral agents, licensed appraisers, and agent's licenses showing suspended or pending with the ODRE will not be added as a UPA.)

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 NORMLS

*I, (NORMLS' Participant,) give permission to 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 own 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 NORMLS when their UPA leaves, however the NORMLS' Participant retains ultimate responsibility to NORMLS regarding removal of UPAs and fees associated with UPAs.*

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

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

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

UPA's Signature: \_\_\_\_\_

**Email Form to [Membership@normls.com](mailto:Membership@normls.com) or Fax to 216-485-4159**

**CONFIDENTIALITY/NON-DISCLOSURE AGREEMENT  
(Unlicensed Personal Assistants)**

This Confidentiality/Non-Disclosure Agreement (this "Agreement") is entered into as of \_\_\_\_\_, 20\_\_ by and between the Northern Ohio Regional Multiple Listing Service ("NORMLS") and \_\_\_\_\_ ("Unlicensed Personal Assistant"), together with \_\_\_\_\_ ("Participant") of NORMLS.

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 NORMLS, and

WHEREAS, Unlicensed Personal Assistant hereby reaffirms their understanding of the obligation not to disclose confidential information as a condition of employment with a NORMLS 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 NORMLS Participant, make use of or disclose, directly or indirectly, any (i) trade secret or any other confidential or secret information of NORMLS or of any of its subsidiaries or (ii) other technical, business, proprietary or financial information of NORMLS or any of its subsidiaries not available to the public generally or to the competitors of NORMLS, 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 NORMLS Participant and/or directly to NORMLS to enable their employing NORMLS Participant and/or NORMLS 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 NORMLS Participant. Promptly following the termination of service, the Unlicensed Personal Assistant shall surrender all records, memoranda, notes, plans, reports, computer tapes and software and other documents and data which constitute Confidential Information which the Unlicensed Personal Assistant may then possess.

2. The parties hereto agree that NORMLS and its subsidiaries would be damaged irreparably in the event that 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, NORMLS 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 NORMLS 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 NORMLS Participant notwithstanding any resignation or termination of his/her employment with the NORMLS Participant pursuant to the Bylaws of NORMLS.

4. Access to information from NORMLS 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 NORMLS Rules and Regulation class.

5. This Agreement shall be governed by and 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.

**NORTHERN OHIO REGIONAL MULTIPLE LISTING SERVICE**

*NORMLS REPRESENTATIVE:*

\_\_\_\_\_

*NORMLS PARTICIPANT:*

\_\_\_\_\_

*UNLICENSED PERSONAL ASSISTANT:*

\_\_\_\_\_