



**LETTER OF AUTHORIZATION
TO ASSUME IDENTITY FOR ONLINE ACCESS**

Participants and Subscribers within the same firm/office may allow another subscriber access to their listings by allowing the other subscriber to “assume” their MLS identity. The access is solely for clerical and administrative functions. The authorizing participant or subscriber shall be responsible for the conduct of the Assume Identity User, and shall be linked in the system. Authorizing Participant and subscriber shall immediately notify the MLS in writing of any changes, additions or deletions of users.

Assume Identity Users shall also be subject to the following requirements:

- All fees must be paid in full.
- The Participant or Subscriber linked to the Assume Identity User may be fined, disciplined, or terminated for their Assume Identity User’s misconduct.

I, _____ a participant/broker in the Multiple Listing Service of the Contra Costa Association of REALTORS®, hereby apply for an Assume Identity access code for the following individual:

Assuming ID Agent Name: _____ Member Number: _____

Authorizing Agent Name: _____ Member Number: _____

Office Name: _____

Office Address: _____
(street) (city) (state) (zip code)

Phone: _____ Email address: _____

SIGNATURES

Authorizing Agent: _____ Date: _____

Assuming ID Agent: _____ Date: _____

Office Broker: _____ Date: _____

MAIL, EMAIL, OR FAX COMPLETED FORM TO

- **Contra Costa Association of REALTORS®**
 1870 Olympic Boulevard, Suite 200
 Walnut Creek, CA 94596

- **Email:** support@ccartoday.com

- **Fax:** 925.938.1294