



# LICENSED SUPPORT SUBSCRIBER or FULL WAIVER APPLICATION

For the FY period from July 1, 20\_\_ to June 30, 20\_\_

Under the terms of the Hawaii Information Service Subscriber License and Access Agreement (SLAA), **Principal Broker Subscribers (PBS) are required to have all of their actively licensed real estate brokers and salespersons who are located on the islands of Kauai and Hawaii subscribe to the service as Associate Subscribers.** In the event of breach of this requirement of the SLAA, HIS reserves the right to suspend or terminate service to PBS and of PBS's respective Associate Subscribers, without credit or refund for any prepaid services.

Waivers are available for actively licensed real estate brokers and salespersons employed by the PBS **who do not participate in sales activities, and do not receive commissions or referral fees.** An application form must be completed and submitted each fiscal year by the PBS for each of their employees who possess active Hawaii real estate licenses who are not and will not be involved in the selling or buying of real estate. Appraisers with active licenses do not qualify for support subscription or full waivers.

- **Licensed Support subscribers** do not actively sell or buy real estate but need access to the service to assist real estate brokers and salespersons with data entry, maintenance of listings or for doing research. Support subscribers pay lower subscription fees than associate subscribers for their access to the service.
- **Full waivers** are available for Property managers, corporate, executive or administrative officers or managers, partners who must be licensed but do not participate in the sales activity of the company, do not receive any commissions or referral fees, and do not need access to the service. These associates or affiliates may not be required to pay any fees. Timeshare Agents also are included in this group.
- **Principal Brokers, Individual (Sole Owners) or Brokers-in-Charge (as displayed in the State of Hawaii Department of Commerce & Consumer Affairs Professional Vocational License search site) are not eligible for Support Subscriptions or Full Waivers.**

Waiver applications are subject to the approval of the HIS Board of Directors at their regular scheduled meetings. It may take up to three (3) months for waivers to be approved. Applicant may be subject to the fees charged for Associate Subscribers subscriptions retroactive to the date of employment or application for waiver, whichever may apply, in the event that approval of his/her application is denied.

Waiver Applicant: Please complete the information below.	
I am applying for a: <input type="checkbox"/> Licensed Support Subscription <input type="checkbox"/> Full Waiver	Effective Date of Waiver:
Applicant's Name:	License #:
Principal Broker Subscriber's Name:	Company/Firm's Name:

Principal Broker Subscriber: Please complete the information below.							
I confirm that the Applicant is applying for a: <input type="checkbox"/> Licensed Support Subscription <input type="checkbox"/> Full Waiver							
If Applicant is applying for Full Waiver, please check one of the selections below.							
<input type="checkbox"/> Property Mgr	<input type="checkbox"/> Timeshare Agent	<input type="checkbox"/> Office/Bus Manager	<input type="checkbox"/> Corp Officer	<input type="checkbox"/> Partner	<input type="checkbox"/> Director	<input type="checkbox"/> Shareholder	<input type="checkbox"/> Other
If you selected Other above, please provide an explanation: _____							

FULL WAIVER & LICENSED SUPPORT SUBSCRIBERS: Please review the following restrictions and indicate your agreement by initialing next to each item below.			
Item/Description	Applicant's Initials	PBS Initials	
I will not act as a Real Estate Broker or Real Estate Salesperson.			
I will not supervise or manage any real estate brokers or salespersons involved in sales activities.			
I will not use the username or passcode/password of any other person.			
I will not show property, attend any caravans or refer listings to the public.			
I will not be paid any commissions or referral fees.			

LICENSED SUPPORT SUBSCRIBERS: Please review the following restrictions and indicate your agreement by initialing next to each item below.			
I understand that I work directly under the supervision of a Principal Broker Subscriber or Associate Subscriber.			
I can only add a listing to the MLS and assign the listing under the name of the Principal Broker Subscriber or Associate Subscriber.			
I know that my Principal Broker Subscriber or Associate Subscriber is the only contact for MLS listings.			
I may obtain lock box system cards or keys, but may not use them for anyone other than my Principal Broker Subscriber or Associate Subscriber.			
I will not allow any other person to use my username or passcode/password.			
I will not be able to access the MLS and will lose my MLS rights if my Principal Broker Subscriber ceases to be a MLS subscriber.			
I will not be able to access the MLS if I am no longer employed by my Principal Broker Subscriber.			

As set forth in Article VIII of the Hawaii Information Service (HIS) Rules and Regulations, we certify that the applicant is eligible for a waiver. We agree that we will notify HIS within 24 hours should the applicant no longer qualify for a waiver of services or fees. We understand that the waiver is valid only through the end of this fiscal year and a new waiver application must be submitted each fiscal year, and that it may be revoked in the event that the applicant participates in any sales activities or receives sales commission, compensation or referral fees within the waiver period. Should the waiver be revoked, we agree that we may be assessed and will pay subscriber fees retroactive to the effective date of the current waiver.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Broker Subscriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print, complete, sign and mail, email or fax this form to: Hawaii Information Service:  
Mail to: Hawaii Information Service, 680 Iwilei Road #670, Honolulu, HI 96817  
Fax to: 1-888-628-3121 (Neighbor Islands) or 536-6499 (Oahu)  
Email to: Membership@HawaiiInformation.com  
Phone: 1-800-628-3121 (Neighbor Islands) or 599-4224 (Oahu)

Presented to HIS Board of Directors on:	APPROVED	DENIED
Signature of HIS:	Date: ____/____/____	