

Permissible Activities of an Unlicensed Assistant

Unlicensed assistant is defined as a support staff for a real estate corporation or other licensed individuals. This list has been revised and approved by FREC.

- Answer the phone and forward calls
- Fill out and submit listing changes to any multiple listing service
- Follow-up on loan commitments after a contract has been negotiated and generally secure the status reports on the loan progress
- Assemble documents for closing
- Secure documents (public information) from courthouse, utility district, etc.
- Have keys made for company listings, order surveys, termite inspections, home inspections and home warranties with the licensed employer's approval
- Write ads for approval of the license and the supervising broker, and place advertising (paper ads, update websites, etc); prepare flyers and promotional information for approval by licensee and the supervising broker
- Receive, record, and deposit earnest money, security deposits, & advance rents
- Only type the contract forms for approval by licensee and supervising broker
- Monitor licenses and personnel files
- Compute commission checks
- Place signs on property
- Order items of repair as directed by licensee
- Prepare flyers and promotional information for approval by licensee and supervising broker
- Act as a courier service to deliver documents, pick up keys
- Place routine telephone calls on late rent payments
- Schedule appointments for licensee to show a listed property
- Be at an open house for: security purposes as well as hand out materials
- Answer questions concerning a listing from which the answer must be obtained from the licensed employer-approved printed information and is objective in nature (not subjective comments)
- Gather information for a CMA
- Gather information for an appraisal
- Hand out objective, written information on a listing or rental

I HAVE READ, ACKNOWLEDGE AND UNDERSTAND THE FUNCTIONS AND LIMITATIONS OF AN UNLICENSED ASSISTANT AS DEFINED ABOVE.

Signature

Date

If Employing an Unlicensed Assistant, Complete Section Below:

I am employing _____ as my unlicensed as my unlicensed assistant. I have made my assistant fully aware of FREC guidelines as to their legal responsibilities and limitations.

I take full responsibility for the actions of my Unlicensed Assistant and will compensate my assistant from my own resources.

Acknowledged by:

Agent

Date

Unlicensed Assistant

Date

A copy of this signed document must be provided to the broker before engaging the services of an Unlicensed Assistant. Fax this form to 954 568 9927 attention to HR Department.