

UNLICENSED ASSISTANT BUSINESS PRACTICES ACCORDING TO FREC GUIDELINES

FREC has developed guidelines for Unlicensed Assistants. If an Agent of the Coral Shores Realty wishes to employ an Unlicensed Assistant, then both the Agent and Unlicensed Assistant must be aware of what duties the Unlicensed Assistant may perform. Furthermore, we require that all Unlicensed Assistants be registered with the Coral Shores Realty. Please read and understand all requirements as imposed by FREC so as to avoid any conflicts or legal actions.

An Unlicensed Assistant may perform the following functions (only):

- 1. Answer and forward phone calls.**
- 2. Fill out and submit listings and make changes to any multiple listing service.**
- 3. Follow-up on loan commitments after a contract has been negotiated and, generally securing status reports on the loan application.**
- 4. Assembling documents for closing.**
- 5. Securing public information documents from the courthouse, utility district, or other offices.**
- 6. Making keys for company listings.**
- 7. Writing ads for approval by licensee and supervising broker and placing advertising in newspaper and with other media.**
- 8. Receiving, recording, and depositing earnest money, security deposits, and advance rents.**
- 9. Typing contract form for approval by licensee and supervising broker.**
- 10. Monitoring licenses and personnel files.**
- 11. Placing signs on property.**
- 12. Ordering items of repair as directed by the licensee.**
- 13. Preparing flyers and promotional information for approval by licensee and supervising broker.**
- 14. Acting as a courier service to deliver documents and pick up keys.**
- 15. Placing routine telephone calls on late rent payments.**
- 16. Scheduling appointments for licensees to show listed property.**
- 17. Being present at open house:**
 - a. For security purposes**
 - b. To hand out materials (brochures)**
 - c. To respond to questions that may be answered with objective pre-printed information.**
- 18. Answering verbal questions about listings if the answer may be obtained from pre-printed information, are objective in nature, and are provided without subjective comment.**
- 19. Gathering information for comparative market analyses (CMA's).**
- 20. Gathering information for appraisals.**
- 21. Handing out objective, written information on listings or rentals.**
- 22. Driving customers or clients to listing or rentals.**

23. Giving keys to prospects.

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

Signature

Date

Printed Name

If Employing an Unlicensed Assistant, Complete the Section Below:

I plan on employing _____ as my Unlicensed Assistant. I have made my Unlicensed 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 Unlicensed 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 954-670-0116.