



Local Association/Board: _____

UNLICENSED ASSISTANT/USER INFORMATION

EMPLOYER INFORMATION:

Employer Office Name: _____ NAR#: _____

Employer Address: _____
Street/P.O Box/Apt. City State Zip

Employer Phone: _____ Fax#: _____

E-Mail: _____ Web: _____

ASSISTANT/USER INFORMATION (check one)

- Personal Assistant (access to only one agent's listings)
- Office Assistant (access to all listings owned by this office)
- Company Assistant (access to all listings owned by this office and any branch offices)

ACTION TO BE TAKEN

New Assistant Reinstate Transfer Remove

Assistant Name: _____

Agent or office assistant is assigned to: _____

Office Phone: _____ Fax: _____

Home Address: _____
Street/P.O Box/Apt. City State Zip
(Required to verify against DBPR records)

E-Mail: _____

SIGNATURES

Broker Signature _____ Date ___/___/___

Assistant Signature _____ Date ___/___/___

Credit Card # _____ Exp Date _____

Name on Credit Card _____ CVV Code _____

Assistant Fee from _____ to _____ Yr _____ Amt \$ _____ Set Up Fee \$ _____ Total \$ _____

**** Please return to your local association with a copy of assistant's driver's license, \$65.00 set up fee plus prorated annual fee. Assistant user fee of \$75.00 (plus LSC fee if applicable) will be due annually September 30th. Please contact your Local Association or MFR for the current fees.**

MLS FEES or MLS PRORATED FEES ARE NON REFUNDABLE.

Unlicensed Assistants Guidelines

UNLICENSED ASSISTANTS: These individuals either do not hold a real estate license or their license is on inactive status with FREC (Department of Business and Professional Regulation).

Duties: FREC has issued the following specific guidelines as to the tasks which unlicensed assistants may perform under their broker's supervision:

- Answer/forward calls and schedule appointments for licensee.
 - Hand out written information on listings or rentals.
 - Answer verbal questions on listings or rentals from pre-printed information.
 - Fill out and submit/enter MLS listings and changes (requires MLS assistant login key).
 - Gather public and CMA information regarding the property.
 - Give keys to prospects, have keys made.
 - Drive customers to a listing or rental (but NOT "show" the property).
 - Be at an Open House for one of the following reasons: (1) for security, (2) to hand out brochures, (3) to respond to questions which may be answered from pre-printed information.
 - Place signs on the property.
 - Order repairs or replacement items as requested by licensee.
 - Prepare ads, flyers and promotional materials for the licensee's approval.
 - Assemble closing documents.
 - Follow up on loan commitment after contract has been negotiated.
 - Receive, record, deposit earnest money, security deposits and advance rents.
 - Compute commission checks.
 - Act as a courier.
 - Place late rent calls.
 - Compensation: Must be paid straight salary or on hourly basis, not on commission.
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- **MLS Participation Fees:** MLS participation is not required, although unlicensed assistant may become an MLS Assistant user for the amount of \$65 set up fee plus prorated annual fee, assistant must complete an MLS Unlicensed Assistant Application which must be signed by broker/agent and a copy of the assistant's driver's license must be attached.
 - **MLS offer three (3) types of access for assistant users:**
 - 1) Personal Assistant (access to only one agent's listings)
 - 2) Office Assistant (access to all listings owned by this office)
 - 3) Company Assistant (access to all listings owned by this office and any branch offices).