

PERMISSIBLE ACTIVITIES OF UNLICENSED ASSISTANTS

Florida Real Estate Commission's (FREC) guidelines for activities that may be performed by an unlicensed assistant: Approved September 15, 2009

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