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UNLICENSED ASSISTANTS

10'000 Hours / Getty Images

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Tasks an Unlicensed Real Estate Assistant Can Legally Perform

The latest from FREC on what help a Realtor can get from an employee or helper who doesn't possess a real estate license.

The Florida Real Estate Commission (http://beta.floridarealtors.org/law-ethics/library/frec) lists the following activities may be performed by a Realtor's unlicensed employee or assistant:

1. Answer the phone and forward calls.

2. 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.

7. Write ads for approval of licensee and supervision broker, and place advertising (newspaper ads, etc.); prepare flyers and promotional information for approval by licensee land supervising broker.

8. Receive, record and deposit earnest money, security deposits, and advance rents.

9. 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.

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. The broker shall foster the education.