Permissible Activities of an Unlicensed Assistant

Unlicensed assistant is defined as support staff for a real estate corporation or other licensed individuals.

• Answer the phone and forward calls

• Fill out and submit listings and 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 licensee and the supervising broker, and place advertising (newspaper ads, update web sites, etc); prepare flyers and promotional information for approval by licensee and the supervising broker

• Receive, record and deposit earnest money, security deposits and 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

Revised and approved by FREC 09/15/2009
• Be at an open house for:
  o Security purposes
  o Hand out materials (brochures)

• 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 Comparative Market Analysis

• Gather information for an appraisal

• Hand out objective, written information on a listing or rental