

Unlicensed Assistants Permitted & Prohibited Acts



Permitted:

- * Perform general clerical duties, like answer phones, respond to electronic media & provide information shown on the listing
- * Submit listings & changes to MLS (if allowed)
- * Follow up on loan commitments after contracts have been ratified
- * Have keys made for listings
- * Compute commission checks
- * Place signs on properties
- * Act as a courier service
- * Schedule appointments
- * Record & deposit EMDs, security deposits & advance rents
- * Prepare contract forms for approval of the licensee & supervising broker
- * Prepare promotional materials & advertisements for approval of the licensee & supervising broker
- * Assemble closing documents
- * Obtain public information from governmental entities
- * Monitor license & personnel files
- * Order routine repairs as directed by licensees
- * Compensated at a predetermined rate (hourly or salary) not transaction based
- * Perform any other activities undertaken in the regular course of business for which a license is not required

Prohibited:

- * Have them show property
- * Have them hold an open house
- * Have them answer questions about listings, title, financing, closing, contracts, brokerage agreements & legal documents
- * Have them discuss, explain or negotiate a contract, listing, lease, or property management agreement with anyone outside the firm
- * Pay them a commission, commission split or based on a transaction