



Association: Englewood

**UNLICENSED ASSISTANT/USER APPLICATION**

**EMPLOYER INFORMATION:**

Employer 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)

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 \_\_\_/\_\_\_/\_\_\_

**\*\* Please return to your local association/board 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 additional LSC fee (if applicable) will be due annually September 30<sup>th</sup>. Please contact your local association/board for the current fees.**

MFRMLS will invoice the Brokers \$150 annually for each Assistant they have in their Firm. No refunds of unused assistant fees during billing year, but can be applied to new assistant once new assistant has paid the \$115 registration fee (must be during the current billing year to apply)

Month you will pay	MFRML Assistant Set-Up Fee New Account (Includes a \$15 Security setup fee)	MFRMLS Assistant Fee	LSC Assistant Set-Up Fee	LSC Assistant Fee	Total		If you join in this Month you will pay	MFRML Assistant Set-Up Fee New Account (Includes a \$15 Security setup fee)	MFRMLS Assistant Fee	LSC Assistant Set-Up Fee	LSC Assistant Fee	Total
January	\$65	\$56.25	\$50	\$56.25	\$227.50		July	\$65	\$18.75	\$50	\$18.75	\$152.50
February	\$65	\$50.00	\$50	\$50.00	\$215.00		August	\$65	\$12.50	\$50	\$12.50	\$140.00
March	\$65	\$43.75	\$50	\$43.75	\$202.50		*September	\$65	\$6.25	\$50	\$6.25	\$127.50
April	\$65	\$37.50	\$50	\$37.50	\$190.00		October	\$65	\$75.00	\$50	\$75.00	\$265.00
May	\$65	\$31.25	\$50	\$31.25	\$177.50		November	\$65	\$68.75	\$50	\$68.75	\$252.50
June	\$65	\$25.00	\$50	\$25.00	\$165.00		December	\$65	\$62.50	\$50	\$62.50	\$240.00

## PERMISSIBLE ACTIVITIES OF UNLICENSED ASSISTANTS

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. Receive, record and deposit earnest money, security deposits and advance rents.
8. Only type contract forms for approval by licensee and supervising broker.
9. Monitor licenses and personnel files.
10. Compute commission checks.
11. Place signs on property.
12. Order items of repair as directed by the licensee.
13. Prepare flyers and promotional information for approval by licensee and supervising broker.
14. Act as a courier service to deliver documents, pick up keys.
15. Place routine telephone calls on late rent payments.
16. Schedule appointments for licensee to show listed property.
17. Be at an open house for: security purpose, hand out materials (brochures); may not answer questions. Direct all questions to licensee.
18. 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).
19. Gather information for a CMA.
20. Gather information for an appraisal.
21. Hand out objective, written information on a listing or rental. The broker shall foster the education.