



UNLICENSED ASSISTANT FEE SCHEDULE

Month Joined	Stellar MLS Assistant Set-up Fee	Stellar MLS Assistant Fee	Total
January	\$65.00	\$162.50	\$227.50
February	\$65.00	\$150.00	\$215.00
March	\$65.00	\$137.50	\$202.50
April	\$65.00	\$125.00	\$190.00
May	\$65.00	\$112.50	\$177.50
June	\$65.00	\$100.00	\$165.00
July	\$65.00	\$87.50	\$152.50
August	\$65.00	\$75.00	\$140.00
September*	\$65.00	\$62.50	\$127.50
October	\$65.00	\$200.00	\$265.00
November	\$65.00	\$187.50	\$252.50
December	\$65.00	\$175.00	\$240.00

*Includes 13-months of service. Stellar MLS' billing cycle is October 1 to September 30.

Payment Method: MasterCard VISA Discover Check
 (make checks payable to EABOR)

SIGNATURES: (be sure to include a copy of Assistant's Driver's License with this form).

Broker Signature _____ **Date** _____

Assistant Signature _____ **Date** _____

Fax or E-mail to EABOR at 941-475-8070 or info@eabor.net

PERMISSIBLE ACTIVITIES OF UNLICENSED ASSISTANTS

1. Answer phones.
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 the open house for: security purposes, hand out material (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.



UNLICENSED ASSISTANT APPLICATION

Staff Use Only

LAMPS _____
MFR Billing _____
Newsletter _____

ALL APPLICATIONS MUST INCLUDE A COPY OF THE ASSISTANT'S DRIVER'S LICENSE AND THIS COMPLETED FORM WITH BROKER AND UNLICENSED ASSISTANT'S SIGNATURE

Broker Information

Office Name: _____ Office MLS ID: _____

Office Address: _____
Street/City/State/Zip

Unlicensed Assistant Information:

Activate Delete Transfer Reinstate

- 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 office)

Assistant Name _____ Phone # _____

Home Address _____
(Street/City/State/Zip)

E-mail _____ Assistant MLS ID# _____

Assistant Password **New members must use password1** - you will be prompted to change it

Existing or prior Stellar MLS members, use the same password, which is: _____

(Password is required to verify against DBPR records. Assistant CANNOT have an active FL real estate license or appraiser license).

Name of Agent or Office they will be working for

Agent or Office MLS ID

Stellar MLS will invoice the Broker \$150 annually for each Assistant in the Firm

No refunds of unused assistant fees during billing year, but it can be applied to a new assistant once the new assistant has paid the \$115 registration fee (must be during the current billing year to apply).