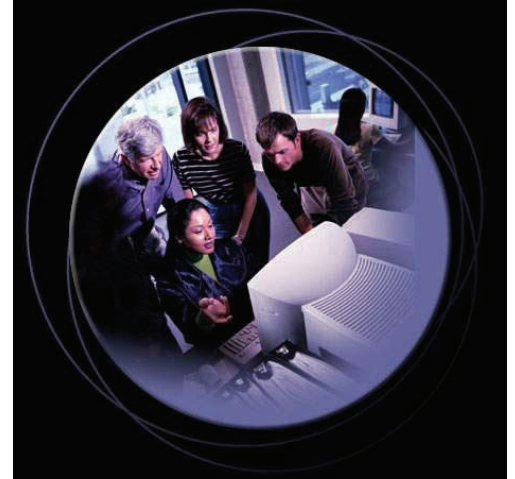


Permissible Activities of Unlicensed Assistants

Approved by the Florida Real Estate Commission

- ❖ 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 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 licensee and supervision broker, and place advertising (newspaper ads, update web sites etc.); prepare flyers and promotional information for approval by licensee and supervising broker.
- ❖ Receive, record and deposit earnest money, security deposits and advance rents.
- ❖ Only type 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 the 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 listed property.
- ❖ Be at an open house for:
 - A) security purposes
 - B) hand out materials (brochures); may not answer questions. Direct all questions to licensee.
- ❖ 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).
- ❖ Gather information for a CMA.
- ❖ Gather information for an appraisal.
- ❖ Hand out objective, written information on a listing or rental. The broker shall foster the education.



Questions may be directed to the Florida Real Estate Commission at 850.487.1395