

NEFMLS, Inc.

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Jacksonville, FL 32256
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Membership email: membership@realtyweb.net

FOR NEFMLS USE ONLY

Login / ID: _____

Serial #: _____

Personal Assistant Application

Applicant's Name: First _____ Last _____ Middle Initial _____

Referral Sales License # (if applicable): _____

E-mail: _____

Phone: _____

Office MLS ID _____ Office Name _____

Referral Company Name (if applicable) _____

Office Address _____

Office Phone (include area codes) _____ Office Fax _____

Realtor Member(s) you are working for: _____

BROKER CERTIFICATION

As the Designated Broker or Manager of this office, I am approving access for this person. I DO DO NOT
Approve this applicant to work for another firm.

Broker / Manager Printed Name

Broker / Manager Signature

I will notify the MLS when applicant's access to the MLS computer or this realtor's information is to be deactivated. I understand that I must obtain token/access device from Assistant or I will be assessed a replacement fee.

Initial Here: _____

I understand that I am responsible for any activation/replacement/reactivation fees that may occur and that they are non-refundable.

Initial Here: _____

I will be liable for any unauthorized usage of the MLS System as outlined in the NEFMLS Rules & Regulations and Policy Manual.

Initial Here: _____

Please re-assign SAFEMLS device serial # _____ to this applicant (if applicable). I understand there is a \$25.00 transfer fee for each SAFEMLS device.

Realtor Member Printed Name

Realtor Member Signature

**** Must provide picture ID when picking up SAFEMLS access device****

July 24, 2003

Dear Participant,

Due to several recent complaints of licensees acting as REALTORS or NEFMLS members the Northeast Florida Board of Directors approved a motion at its July 16th, 2003, Board of Directors meeting reinforcing the following policy.

“The dues calculation for the broker is based on the broker and all licensees under the broker “

This includes licensed assistants, licensed property management staff and “commercial” licensees whether or not they are paid by the broker.

An audit of NEFAR, NEFMLS and DBPR records is being conducted to insure enforcement.

It is illegal for unlicensed assistants to sign a contract on behalf of their employer, show property or answer questions about the property. It is also illegal for a licensee to act as a REALTOR or NEFMLS member without having paid the proper fees.

Many times the question arises as to what duties an unlicensed assistant may perform under the laws of the Florida Real Estate Commission.

UNLICENSED ASSISTANTS CAN DO THE FOLLOWING

- Answer the phone and forward calls
- Fill out and submit listings and changes for a Multiple listing service (MLS)
- Respond to verbal questions concerning a listing when the answers may be obtained from preprinted information and are objective in nature(not subjective comments)
- Assemble documents for closing
- Have keys made for company listings
- Write advertisements for approval by the licensee and supervising broker and place advertising in newspaper and etc...
- Receive, record, and deposit earnest money, security deposits, and advance rents
- Place signs on property
- Prepare flyers and promotional information for approval by the licensee and supervising broker
- Attend an open house for the following purposes: (1) to provide security (2) to hand out materials such as brochures (3) to respond to questions that may be answered with objective information from preprinted information
- Compute commission checks
- Schedule appointments for the licensee to show listed property
- Deliver documents and pick up keys
- After contract has been negotiated, follow up on loan commitments and generally obtain status reports on the loan’s progress

- Type contract forms and Supreme Court-approved leases for approval by the licensee and supervising broker
- Monitor license and personnel files
- Place routine telephone calls regarding late rent payments
- Order approved repairs as directed by the licensee
- Give a key to a prospect
- Compile information on a comparative market analysis (CMA)
- Distribute objective, written information on a listing or rental
- Obtain information for an appraisal
- Drive a customer or client to and from a listing or rental
- Unlicensed Assistants May not Receive a Lock Box Key

Licensees must vigilantly supervise any unlicensed employee or assistant. **Furthermore, licensees are cautioned that providing access to a listed property for sale or lease and negotiating or agreeing to any commission split or referral fee can be performed only by a current, valid, and active real estate licensee.**

Crossing over the line of practicing real estate without a license is very easy to do. For example, one of the last items on the list indicates that an unlicensed person can drive a customer or client to a listing or rental, but that same unlicensed employee or assistant must be very careful that the conversation does not turn to what could be interpreted as the practice of real estate. The civil penalties associated with the unlicensed practice of real estate (and other professions) are detailed in F.S. 455.228.

Please review the status of your personnel to insure you do not incur fines, penalties or late fees for not reporting new licensees in a timely manner. There are several options for resolving a questionable status. One is making the license inactive. Another is putting the license under a separate referral company.

Thank you for your cooperation.