



1800 Oakwood Drive | Miami, FL 33166  
Main (305) 468-7000  
Membership (305) 468-7005  
Fax (305) 468-7030  
mls@miamire.com  
MiamiRealtors.com  
MiamiRealtors.com/MLS

MIAMI HQ  
Coral Gables  
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Aventura  
West Broward | Sawgrass  
Southeast Broward | Hollywood  
JTHS-MIAMI

# MULTIPLE LISTING SERVICE

REQUEST FOR USER ID AND PASSWORD NUMBERS  
FOR UNLICENSED BROKER/AGENT ASSISTANT

- ☐ Broker Assistant (BR) – FULL ACCESS | \$336 Annually (Prorated Monthly)
- ☐ Broker Assistant (LM) – \$136 Annually (Prorated Monthly)
- ☐ Agent Assistant (SO) – \$136 Annually (Prorated Monthly) *ONLY ONE ASSISTANT PER AGENT*
- ☐ Appraiser Assistant (SO) – \$336 Annually (Prorated Monthly) *SEARCH ONLY*



ASSISTANT NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ASSISTANT EMAIL: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

***MUST BE UNIQUE E-MAIL - Not the same as broker or agent e-mail***

OFFICE ADDRESS: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

MLS OFFICE CODE: \_\_\_\_\_ BROKER'S NAME: \_\_\_\_\_

■ Assistants holding an active FL Real Estate license per DBPR must place their license in "Inactive" status prior to joining. Visit [myfloridalicense.com](http://myfloridalicense.com) for details. If at any time the licensee becomes active, an Assistant must upgrade membership to the same level of the office's agents or the Broker may be subject to additional fees. If my license status changes, I understand that I must notify MIAMI REALTORS® immediately. Broker Initial here: \_\_\_\_\_ Assistant Initial here: \_\_\_\_\_

■ I acknowledge and accept full responsibility for the confidentiality and security of the User ID and Password to access the online MLS system. Per our [MLS Fine Schedule](#), a fine of \$2,500.00 will be assessed against me by MIAMI for disclosure or misuse of this confidential information. Broker Initial here: \_\_\_\_\_ Assistant Initial here: \_\_\_\_\_

■ I understand that in the event the Broker/Agent Assistant engages in real estate activity while under the employment of the Broker/Agent, Association dues and MLS fees will be assessed. Broker Initial here: \_\_\_\_\_ Assistant Initial here: \_\_\_\_\_

BROKER/AGENT'S NAME: \_\_\_\_\_ R.E. LICENSE #: \_\_\_\_\_

BROKER SIGNATURE: \_\_\_\_\_

AGENT SIGNATURE: \_\_\_\_\_ R.E. LICENSE #: \_\_\_\_\_

BROKER/AGENT'S E-MAIL ADDRESS: \_\_\_\_\_

BROKER/AGENT CONTACT: \_\_\_\_\_

CREDIT CARD TYPE: ☐ VISA ☐ MASTER CARD ☐ AMEX ☐ DISCOVER

NAME ON CARD: \_\_\_\_\_

CREDIT CARD No. : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EXP. DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ CVC#: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

# WHAT TASKS CAN AN UNLICENSED ASSISTANT PERFORM?

## PERMISSIBLE ACTIVITIES OF AN UNLICENSED ASSISTANT

UNLICENSED ASSISTANT IS DEFINED AS SUPPORT STAFF FOR A REAL ESTATE CORPORATION OR OTHER LICENSED INDIVIDUALS.

- 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 the 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 by the licensee and the supervising broker, and place advertising (newspaper ads, update websites, etc); prepare flyers and promotional information for approval by the licensee and the supervising broker
- Receive, record and deposit earnest money, security deposits and advance rents n Only type the 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 the 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 the licensee to show a listed property
- Be at an open house for:
  - Security purposes
  - Hand out materials (brochures)
- Answer questions concerning a listing from which the answer must be obtained from the licensed employer-approved printed information and is objective in nature (not subjective comments)
- Gather information for a Comparative Market Analysis
- Gather information for an appraisal
- Hand out objective, written information on a listing or rental