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JTHS-MIAMI

MULTIPLE LISTING SERVICE

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

☐ Broker Assistant (BR) – FULL ACCESS | **\$316** Annually (Prorated Monthly)

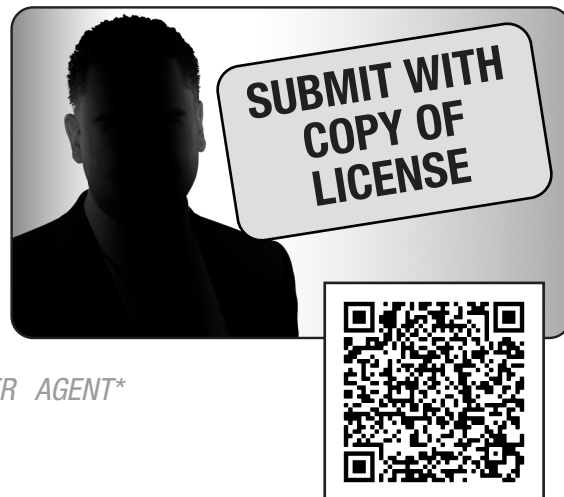
☐ Broker Assistant (LM) | **\$116** Annually (Prorated Monthly)

☐ If Broker is MIAMI Platinum PLUS | **\$166** | Access to Matrix & Rapatoni

☐ Agent Assistant (SO) | **\$116** Annually (Prorated Monthly) * *ONLY ONE ASSISTANT PER AGENT**

☐ If Agent is MIAMI Platinum PLUS | **\$166** | Access to Matrix & Rapatoni

☐ Appraiser Assistant (SO) | **\$316** Annually (Prorated Monthly) **SEARCH ONLY**



ASSISTANT NAME: _____ DATE: ____/____/____

(Please Print)

COMPANY NAME: _____

OFFICE ADDRESS: _____

(Street)

(Apt. Number)

(City/State)

(Zip)

OFFICE CODE: _____ BROKER'S NAME: _____

■ I, the undersigned licensed Broker/Agent, hereby affirm that this Broker/Agent Assistant is **NOT** a licensed real estate Agent. The sole purpose of this request is to allow MLS access for administrative duties only.

■ I acknowledge and accept full responsibility for the confidentiality and security of the User ID and Password to access the online MLS system. A fine of \$1000.00 will be assessed against me by the Multiple Listing Service for disclosure or misuse of this confidential information.

■ 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/AGENT'S NAME: _____ R.E. LICENSE #: _____

BROKER SIGNATURE: _____

AGENT SIGNATURE: _____ MLS PASSWORD: _____

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: _____

(COMPLETED APPLICATIONS WILL BE PROCESSED WITHIN **24 to 48hrs.** UPON RECEIPT)

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
- 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