



700 S Royal Poinciana Blvd Suite 400  
Miami, FL 33166  
Main (305) 468-7000  
Membership (305) 468-7005  
Fax (305) 468-7030  
membership@miamire.com  
MiamiRealtors.com

MIAMI HQ  
Coral Gables  
Northwestern Dade  
Aventura  
West Broward • Sawgrass  
Northeast Broward  
Southeast Broward  
JTHS-MIAMI

# MULTIPLE LISTING SERVICE

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

Broker Assistant (BR) – FULL ACCESS | \$309 Annually (Prorated Monthly)

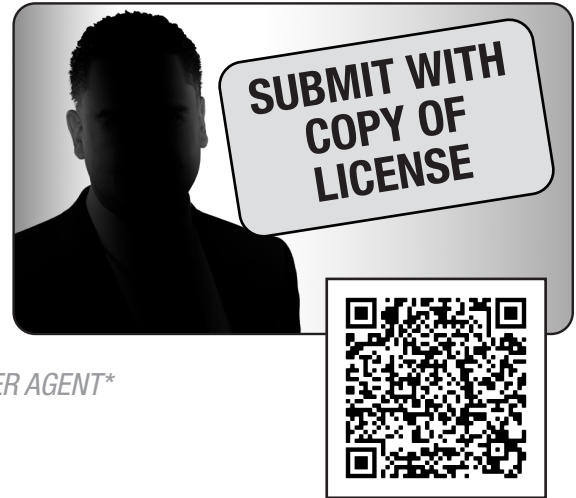
Broker Assistant (LM) | \$109 Annually (Prorated Monthly)

If Broker is MIAMI Platinum PLUS | \$159 | Access to Matrix & Rapatoni

Agent Assistant (SO) | \$109 Annually (Prorated Monthly) \* ONLY ONE ASSISTANT PER AGENT\*

If Agent is MIAMI Platinum PLUS | \$159 | Access to Matrix & Rapatoni

Appraiser Assistant (SO) | \$309 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