WEST PASCO HERNANDO REALTORS®
SERVING THE NATURE COAST AND BEYOND

MLS ADMINISTRATIVE ASSISTANT/USER APPLICATION

In order to have access to the MLS System the applicant must be directly employed by an MLS Participant or Subscriber of the Hernando County Information Services.

They will be employed either as an Office Administrative Assistant or Personal Assistant.

- As an Office Administrative Assistant, they are responsible for providing administrative support to a Participant (Broker), as well as all agents in the office.

- Personal Assistants are hired to support an individual Subscriber (Agent) or Team.

All Office Administrative Assistants will be billed to the Participant (Broker) of the Firm, and if it is a Personal Assistant, the Subscriber (Agent) will reimburse the Participant (Broker) the Quarterly MLS Fees.

PLEASE PRINT LEGIBLY

CHOOSE ONE: ☐ Office Administrative Assistant ☐ Personal Assistant

Office Name: _____

Office Address: _____ City: _____ Zip: _____

Office Phone: _____ Office Fax: _____

Administrative User's Full Name: _____ Contact Phone #: _____

Administrative User for Broker or Agent Name: _____

Choose one: ☐ Broker ☐ Agent

Certification:

Signature of Administrative Assistant: _____ Date: _____

Signature of Qualifying Broker: _____ Date: _____

Signature of Agent (only if Personal Assistant) _____ Date: _____

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 of the licensee and the supervising broker, and place advertising (newspaper ads, update web sites, etc); prepare flyers and promotional information for approval by 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 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 a listed property
- Be at an open house for security purposes or to 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

Needs a License	Does not need a License
Appraising or attempts to appraise real property for another for compensation excludes services that must be performed by a Licensed or Certified Appraiser under Chapter 475, Part II, Florida Statutes.	A salaried employee of an owner of an apartment community working in an onsite rental office.
Auctioning or attempts to auction real property of another for compensation.	The owner of a timeshare period who later offers the timeshare period for resale.
Selling or attempts to sell real property of another for compensation.	Any person or business entity that rents or advertises for rent a public lodging establishment properly licensed in **Chapter 509.241**, Florida Statutes.
Buying or attempts to buy real property of another for compensation.	A tenant in an apartment complex who receives a referral or finder's fee, not to exceed $50, for the referral of a tenant. However, the tenant may not advertise or otherwise promote the service of finding a potential resident.
Renting or Leasing or attempts to rent or lease real property of another for compensation.	The owner of real property who offers the real property for resale.
Advertising or attempts to advertise real property of another for compensation.	
Representing that you are engaged in the business of brokerage activity.	
Undertaking to list or sell one or more timeshare periods per year on behalf of another individual or entity for compensation.	