

ADMIN STAFF	October	November	December	January	February	March	April	May	June	July	August	September
Stellar Set up fee (one time)	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
Stellar Admin Fee	\$80.00	\$73.33	\$66.66	\$59.99	\$53.32	\$46.65	\$39.98	\$33.31	\$26.64	\$19.97	\$13.30	\$6.63
Total Due	\$145.00	\$138.33	\$131.66	\$124.99	\$118.32	\$111.65	\$104.98	\$98.31	\$91.64	\$84.97	\$78.30	\$71.63

Stellar Dues are initially paid to GACAR upon joining. Stellar will bill you annually upon your renewal.

ADMIN FEES ABOVE

Please return the unlicensed Assistant Application with your driver's license, \$65.00 set up fee plus prorated annual fee. there will be An assistant user fee of \$80.00 due annually on September 30th. Please scroll down and complete the UNLICENSED ASSISTANT/USER APPLICATION. Please return this application with your broker signature to complete your registration to khiggins@gacar.com. You may make your payment via the credit card form attached or give us a call at 352-332-8850. Stellar will then bill you after your initial payment.

If you would like to add a supra key. Please add an additional \$50.00 to your Credit card Authorization form. The Broker's Credit Card MUST BE used to issue a key to any admin/assistant.

Once your application is received, we will complete your dues transaction/process your supra key if applicable. Please allow 24hr to complete the process.



Association: _____

UNLICENSED ASSISTANT/USER APPLICATION

EMPLOYER INFORMATION:

Employer Name: _____ NAR#: _____

Employer Address: _____
Street/P. O Box/Apt. City State Zip

Employer Phone: _____ Fax#: _____

E-Mail: _____ Web: _____

ASSISTANT/USER INFORMATION (check one)

- Personal Assistant (access to only one agent's listings)
- Office Assistant (access to all listings owned by this office)
- Company Assistant (access to all listings owned by this office and any branch offices)

Assistant Name: _____

Agent or office assistant is assigned to: _____

Office Phone: _____ Fax: _____

Home Address: _____
Street/P. O Box/Apt. City State Zip
(Required to verify against DBPR records)

E-Mail: _____

SIGNATURES

Broker Signature _____ Date __/__/__

Assistant Signature _____ Date __/__/__

**** Please return to your local association/board with a copy of assistant's driver's license, \$65.00 set up fee plus prorated annual fee. Assistant user fee of \$80.00 plus additional LSC fee (if applicable) will be due annually September 30th. Please contact your local association/board for the current fees.**

PERMISSIBLE ACTIVITIES OF UNLICENSED ASSISTANTS

Unlicensed assistants: Updated rules on what they can do

By Meredith Caruso

What can an unlicensed assistant do for you? Many things – but not all things. FREC informally updated its list of acceptable practices.

At the November 2018, General meeting the Florida Real Estate Commission informally updated list outlining that the following activities may be performed by an unlicensed employee or assistant:

1. Answer the phone and forward calls.
2. Submit listings and changes to any multiple listing service.
3. Follow up on loan commitments after a contract has been negotiated and generally secure status reports on the loan progress.
4. Assemble documents for closing.
5. Secure documents (public information) from courthouse, utility district, etc.
6. Have keys made for company listings.
7. Write ads for approval of licensee and supervision broker, and place advertising (newspaper ads, etc.); prepare flyers and promotional information for approval by licensee and supervising broker.
8. Receive, record and deposit earnest money, security deposits and advance rents.
9. Type contract forms for approval by licensee and supervising broker.
10. Monitor licenses and personnel files.
11. Compute commission checks.
12. Place signs on property.
13. Order items of repair as directed by the licensee.
14. Prepare flyers and promotional information for approval by licensee and supervising broker.
15. Act as a courier service to deliver documents.
16. Place routine telephone calls on late rent payments.
17. Schedule appointments for licensee to show listed property.
18. Be at an open house for:

- a) security purposes
 - b) hand out materials (brochures); may not answer questions. Direct all questions to licensee.
19. Answer questions concerning a listing from which the answer must be obtained from licensed employer-approved printed information and is objective in nature (not subjective comments).
 20. Gather information for a CMA.
 21. Gather information for an appraisal.
 22. Hand out objective, written information on a listing or rental.

The broker shall foster the education.

My recommendation: Brokers should create clear office policies and procedures regarding the use of unlicensed assistants in order to avoid potential compliance issues.

This updated list is also located on Florida Realtor’s website in the Legal Center, Hot Topics section.

Meredith Caruso is Associate General Counsel for Florida Realtors

Broker’s Signature	Date	Unlicensed Individual’s Signature	Date

* FREC Approves a NEW list of unlicensed assistant activities
 Several years ago FREC removed their “approved” list of activities that an unlicensed assistant could do for a real estate broker or salesperson. Attached please find a revised NEW list approved by FREC. This will be on the FAR website and in early bird but we recommend you share it with your members.



Gainesville-Alachua County Association of Realtors®

CREDIT CARD AUTHORIZATION FORM

**GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF REALTORS
GAINESVILLE MLS
(352) 332-8850
FAX (352) 331-7911**

STELLAR MLS	AMOUNT	VISA	MC	AMEX

I AUTHORIZE THE GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF REALTORS / GAINESVILLE MLS TO CHARGE MY CREDIT CARD ACCOUNT

**IN THE AMOUNT OF \$_____ FOR THE PURPOSE(S) INDICATED ABOVE.
CREDIT CARD # _____ - _____ - _____ - _____ EXP ____/____**

NAME ON CARD _____

BILLING ADDRESS FOR CREDIT CARD ACCOUNT

_____ **ZIP** _____

Email: _____

SIGNATURE _____ **DATE** ____/____/____



CREDIT CARD AUTHORIZATION FORM

**GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF REALTORS
SUPRA FEES**

**(352) 332-8850
FAX (352) 331-7911**

SUPRA ACTIVATION FEE	AMOUNT	VISA	MC	AMEX
	\$50.00			

**I AUTHORIZE THE GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF
REALTORS / GAINESVILLE MLS TO CHARGE MY CREDIT CARD ACCOUNT**

**IN THE AMOUNT OF \$____ FOR THE PURPOSE(S) INDICATED ABOVE. CREDIT
CARD # _____ - _____ - _____ - _____ EXP ____/____**

Supra key pin: _____

NAME ON CARD _____

BILLING ADDRESS FOR CREDIT CARD ACCOUNT

_____ **ZIP** _____

Email: _____

SIGNATURE _____ **DATE** ____/____/____
