



UNLICENSED ASSISTANT/USER MEMBERSHIP INFORMATION

Thank you for your interest in joining GACAR. To be considered for a GACAR Assistant/User Membership with Stellar MLS access, those applying **CANNOT** be a Licensed Agent/Sales Associate in DBPR. **STELLAR REQUIRES ASSISTANTS BE UNLICENSED IN DBPR.**

WHEN APPLYING FOR AN ASSISTANT/USER MEMBERSHIP, PLEASE SUBMIT THE FOLLOWING:

1. Completed Unlicensed Assistant/User Application – Signed by Assistant **and** Broker
2. Permissible Activities of Unlicensed Assistants - Signed by Assistant **and** Broker
3. Completed Credit Card Authorization for Assistant/USER Membership Fees or you can call GACAR to make payment – (352) 332-8850.
4. If applicable, completed Credit Card Authorization for Supra eKey Activation.

PRORATED FEE STRUCTURE:

GACAR will collect the appropriate fees at the time of onboarding. Annual billing will then be sent by Stellar MLS to the Broker for renewal in August (Oct 1 – Sept 30).

ASSISTANT (UNLICENSED) STAFF	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Stellar Set-up Fee (ONETIME)	\$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 MLS 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
GACAR Set-up Fee Admin (ONETIME)	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
TOTAL DUES	\$170.00	\$163.33	\$156.66	\$149.99	\$143.32	\$136.65	\$129.98	\$123.31	\$116.64	\$109.97	\$103.30	\$96.63

GACAR is always available to assist with your Membership needs. Please return the completed Unlicensed Assistant/User Application to: Carla S. Hill, Membership Coordinator at chill@gacar.com.

Once your application is approved and payment is made in full, login information will be sent to access both GACAR and Stellar MLS. **NOTE:** Before Add/Edit MLS access is granted, Stellar MLS requires completion of (3) trainings within 60-days of onboarding.

Please allow up to 24-hours for processing.

Thank you for your interest in joining GACAR.

Carla S. Hill
Membership Coordinator
(352) 332-8850
chill@gacar.com



ASSOCIATION: Gainesville-Alachua County Association of Realtors®

UNLICENSED ASSISTANT/USER APPLICATION

To be considered for membership, complete the requested information indicated below.

DATE: _____

ASSISTANT/USER CONTACT INFORMATION (REQUIRED - Complete entire section)

Assistant/User Name: _____

Home Address: _____

City/ST/Zip: _____

Phone: _____ Work Email: _____

Ever been a Licensed Agent? ☐ Yes ☐ No If Yes, indicate License#: _____

Have you ever been issued a NRDS ID #? ☐ Yes ☐ No If yes, list # _____

BROKER/OFFICE CONTACT INFORMATION (REQUIRED - Complete entire section)

Broker: _____ Broker NRDS# _____

Broker Phone: _____ Broker Email: _____

Office: _____ Office Phone: _____

Office Address: _____ City/ST/Zip: _____

ACCESS LEVEL - ASSISTANT/USER (REQUIRED - Please check one)

☐ Personal Assistant – Provides access to ONLY **ONE** Agent's listings.

Assigned to Agent (*indicate name*): _____

☐ Office Assistant - Access to **ALL** listings owned by the office listed on this form.

Assigned to Office (*indicate office name*): _____

☐ Company Assistant - Access to **ALL** listings owned by the office listed on this form and any branch office.

Assigned to Office (*indicate office name*): _____

SUPRA ACCESS – ASSISTANT/USER (Optional)

Supra eKey access for Assistant/User? ☐ YES (*) ☐ NO

(*) Attached CC Auth form must be completed with **BROKER'S PAYMENT INFORMATION** and submitted for access.
Please allow 24-hours for processing.

SIGNATURES (Signatures required)

Broker Signature: _____ Date: _____

Assistant/User Signature: _____ Date: _____

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.



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

--- Return to Membership at chill@gacar.com ---

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

SUPRA ACTIVATION FEE	AMOUNT	VISA	MC	AMEX
Asst Name: _____	\$50.00			

Your desired Supra eKey 4 digit pin: _____

I AUTHORIZE THE GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF REALTORS TO CHARGE MY CREDIT CARD ACCOUNT IN THE AMOUNT OF \$_____ FOR THE PURPOSE(S) INDICATED ABOVE.

****Payment info must be Broker's address and credit card info, not that of the assistant.**

CREDIT CARD # _____ - _____ - _____ - _____ **EXP** ____ / ____ **CVS** _____

NAME ON CARD _____

BILLING ADDRESS FOR CREDIT CARD ACCOUNT

_____ **ZIP** _____

Email: _____

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