



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 INACTIVE/UNLICENSED IN DBPR BEFORE YOU MAKE APPLICATION FOR AN ASSISTANT/USER MEMBERSHIP. If you're licensed/active in DBPR, your Assistant/User application will be DENIED.**

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 GACAR Membership Fees (\$25) or you can call GACAR to make payment – (352) 332-8850.
4. Please allow up to 2-business days to process your Admin membership request.

PRORATED FEE STRUCTURE:

1. GACAR will collect your one-time \$25 Set-up Fee.
2. Within 24-hours of your onboarding with GACAR, Stellar MLS will send an invoice to make payment for their portion of your membership fees (see proration chart below). **NOTE: To avoid interruption of services, your balance to Stellar MLS must be paid within 30-days of onboarding with GACAR.** Those new Admin Members not making payment for your balance to Stellar, will have suspension of services until the balance is paid. Other reinstatement fees might apply.
3. Annual Assistant/User billing (Oct 1 – Sept 30). Stellar MLS will send renewal to Broker in August.

UNLICENSED ADMIN/ASST	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Stellar MLS Set-up Fee (ONE TIME) - Paid to Stellar	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Stellar MLS Admin Fee - Paid to Stellar	\$125.00	\$114.58	\$104.16	\$93.74	\$83.32	\$72.90	\$62.48	\$52.06	\$41.64	\$31.22	\$20.80	\$10.38
GACAR Set-up Fee (ONE TIME) - Paid to GACAR	\$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 FEES	\$230.00	\$219.58	\$209.16	\$198.74	\$188.32	\$177.90	\$167.48	\$157.06	\$146.64	\$136.22	\$125.80	\$115.38

Once your application is approved and payment is made for your \$25 GACAR Set-up Fee, login information will be sent to access GACAR and Supra (if applicable). Within 24-hours of your onboarding with GACAR, Stellar MLS will email an invoice for your balance due (see proration chart), REQUIRED class registration and activation information. NOTE: ONCE PAID, GACAR & STELLAR MLS FEES ARE NON-REFUNDABLE.

NOTE: Before Add/Edit MLS access is granted, Stellar MLS requires completion of (3) **REQUIRED** trainings within 60-days of onboarding: **STELLAR MLS REQUIRED CLASSES:** 100-Starting Out Stellar, 101-MLS Basic, 102-MLS Compliance and 103-MLS Adding & Editing Listings w/Broker approval. **Stellar MLS requires COMPLETION of their required classes BEFORE you gain access to the MLS.**

Please return the completed Unlicensed Assistant/User Application to: Carla S. Hill, Membership Coordinator at chill@gacar.com. For more information, please call GACAR (352) 332-8850.



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/MLS 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

(*) Separate Supra eKey activation will be processed after the Assistant/User is onboarded with GACAR. Please allow up to 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.

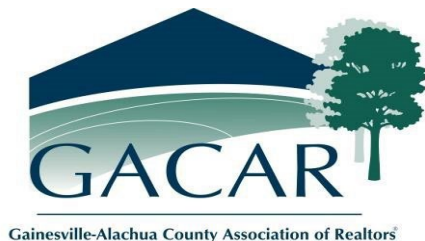
This updated list is also located on Florida Realtor's website in the Legal Center, Hot Topics section.

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.



**Gainesville-Alachua County
Association of REALTORS® , Inc.**
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Telephone: (352) 332-8850 Fax: (352) 331-7911
E-mail: chill@gacar.com Website: : GACAR.com

CREDIT CARD AUTHORIZATION FORM

GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF REALTORS

PHONE: (352) 332-8850

RETURN BY EMAIL TO: Carla Hill, chill@gacar.com

GACAR ITEM/PURCHASE	AMOUNT	VISA	MC	AMEX	DISC
NEW ADMIN - GACAR SET-UP FEE (*)	\$25				

I AUTHORIZE THE GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF REALTORS® TO CHARGE MY CREDIT CARD ACCOUNT IN THE AMOUNT OF \$25 FOR THE PURPOSE(S) INDICATED ABOVE. (*) NOTE: Within 24-hours of your onboarding with GACAR, the balance of your remaining Admin Fees will be billed and sent to you by Stellar MLS. To avoid interruption of service, this balance must be paid within 30-days.

MEMBER: _____

NAME ON CARD: _____

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

BILLING ADDRESS FOR CREDIT CARD ACCOUNT:

_____ **ZIP:** _____

PHONE: _____

EMAIL: _____

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