



**UNLICENSED ASSISTANT APPLICATION**

<b>OFFICE USE ONLY</b>
RASM Member #: _____
User ID: _____
Password: _____
Date Enter/Paid: _____

**ALL APPLICATIONS MUST INCLUDE A READABLE COPY OF AN ASSISTANT DRIVER'S LICENSE AND THIS COMPLETED FORM WITH BROKER AND UNLICENSED ASSISTANT SIGNATURE**

**(Required to verify against DBPR records– Assistant CANNOT have an active FL Real Estate License or Appraiser License)**

**BROKER INFORMATION**

FIRM Name: \_\_\_\_\_ FIRM MLS ID: \_\_\_\_\_  
(Please use complete 9-digit #)

BROKER NAME: \_\_\_\_\_ BROKER's E-Mail: \_\_\_\_\_

BROKER FIRM Address: \_\_\_\_\_  
Street/P.O./Apt City State Zip

**UNLICENSED ASSISTANT INFORMATION**

**ACTIVATE**       **TRANSFER**

Assistant name: \_\_\_\_\_ Assistant E-Mail \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street/P.O./Apt City State Zip

**If transferring Membership, please provide:**

Previous Assistants name: \_\_\_\_\_ Previous Assistants ID \_\_\_\_\_

**(If Applicable)**

Agent name they will be assisting: \_\_\_\_\_ Agent MLS ID: \_\_\_\_\_

MFRMLS will invoice the Broker \$99 annually for each Assistant they have in their Firm.

**NO refunds of unused assistant fees during the billing year, but can be applied to new assistant once new assistant has paid the \$65 registration fees (must be during the current billing year to apply)**

Application Recieved	Assistant Set-Up Fee	Assistant Dues	Total		Application Received	Assistant Set-Up Fee	Assistant Dues	Total
January	\$65.00	\$74.25	\$139.25		July	\$65.00	\$24.75	\$89.75
February	\$65.00	\$66.00	\$131.00		August	\$65.00	\$16.50	\$81.50
March	\$65.00	\$57.75	\$122.75		September	\$65.00	\$107.25	\$172.25
April	\$65.00	\$49.50	\$114.50		October	\$65.00	\$99.00	\$164.00
May	\$65.00	\$41.25	\$106.25		November	\$65.00	\$90.75	\$155.75
June	\$65.00	\$33.00	\$98.00		December	\$65.00	\$82.50	\$147.50

\*Includes (13 months of service)

**MFRMLS charges MLS Assistants \$99 per year. They bill from October 1st to September 30th the following year.**

**SIGNATURES**

BROKER SIGNATURE \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

ASSISTANT SIGNATURE \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

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**PAYMENT METHOD:**

Check # \_\_\_\_\_  MasterCard  Visa  AMEX

Card # \_\_\_\_\_ Exp. Date: \_\_\_/\_\_\_/\_\_\_ CVV \_\_\_\_\_

Type of Card:  Individual  Corporate

Total Paid or Charged to Credit Card \_\_\_\_\_

Name (Exactly as printed on card): \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

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Please email or fax application to RASM: [Membership@MyRASM.com](mailto:Membership@MyRASM.com) or 941-952-3401

**REALTOR® Association of Sarasota and Manatee**

Sarasota Location  
2320 Cattlemen Road, Sarasota, FL 34232

Bradenton Location  
417 12th St W, Suite 106, Bradenton, FL 34205

## **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