



UNLICENSED ASSISTANT APPLICATION

OFFICE USE ONLY
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: _____

Stellar MLS will invoice the Broker \$104 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	\$77.99	\$142.99		July	\$65.00	\$25.97	\$90.97
February	\$65.00	\$69.32	\$134.32		August	\$65.00	\$17.30	\$82.30
March	\$65.00	\$60.65	\$125.65		September*	\$65.00	\$112.25	\$177.25
April	\$65.00	\$51.98	\$116.98		October	\$65.00	\$104.00	\$169.00
May	\$65.00	\$43.31	\$108.31		November	\$65.00	\$95.33	\$160.33
June	\$65.00	\$34.64	\$99.64		December	\$65.00	\$86.66	\$151.66

*Includes (13 months of service)

Stellar MLS charges MLS Assistants \$104 per year. They bill from October 1st to September 30th the following year.

SIGNATURES

BROKER SIGNATURE _____ DATE ___/___/___

ASSISTANT SIGNATURE _____ DATE ___/___/___

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: _____

Please email or fax application to RASM: 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