



## UNLICENSED PERSONAL ASSISTANT

### CERTIFICATION OF INDIVIDUALS AFFILIATED WITH PARTICIPANT

A Participant is defined as a REALTOR® member of an Association/Board served by MRED who may be a licensed agent or appraiser and serves as a principal, partner, corporate officer, or branch office manager acting on behalf of a principal. The Participant will be fully responsible for any actions of the unlicensed assistant(s) with access to MLS data and shall provide CCAR with a list of those unlicensed assistants.

**The following is a list of unlicensed assistants within the firm who have been granted MLS access. This list will be used by the Association to authorize participation in MLS training, MRED training, and other educational programs endorsed by CCAR.**

**A one-time initial fee of \$328.00 and a monthly participation fee of \$30.00 will be assessed to the responsible Participant. The Participant will be held accountable and may be subject to disciplinary action for any unauthorized access.**

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NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AGENT(S) THAT THE ASSISTANT WILL BE WORKING UNDER: \_\_\_\_\_

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As the Participant with whom the above unlicensed assistant(s) are affiliated, I endorse this application and specifically accept responsibility for further instructing the applicant in the proper conduct of business.

The Participant shall immediately notify the Association of any change in employment status of the above-named assistant(s) with this firm.

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Signature of Participant

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Date

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Firm

## GUIDELINES FOR UNLICENSED ASSISTANTS / STAFF

Unlicensed assistants **may**:

1. **Attend MLS MRED Training Sessions (optional):**
  - a. Initial MLS MRED training with CCAR staff is available to help obtain credentials if one-on-one training is not available in your office or if additional training is desired.
  - b. Extended MLS MRED training is also offered during the next New Member Orientation, if desired.
2. **Participate in other CCAR-endorsed educational programs** at the discretion of the Participant at the current cost of the program (e.g., Antitrust, Fair Housing, License Law).
3. **Access the MLS system individually, under the responsibility and supervision of the Participant.**
4. **Be granted one-day access to the system** under their supervising agent, if needed for occasional use.

Unlicensed assistants **may not**:

1. Access the Supra key box system without the knowledge of both the listing agent and the homeowner. **The agent assumes full responsibility and liability for any issues resulting from key sharing**
2. In any way use the term REALTOR®.
3. Promote themselves as members of the Champaign County Association of REALTORS®, the Illinois REALTORS®, or the National Association of REALTORS®.

### **From The Real Estate Licensee Act of 2000, Section 1450.740 Unlicensed Assistants:**

Licensees under the Act may employ, or otherwise utilize the services of, unlicensed assistants to assist them with administrative, clerical, or personal activities for which a license under the Act is not required.

An unlicensed assistant, on behalf of and under the direction of a licensee, may engage in the following administrative, clerical, or personal activities without violating the licensing requirements of the Act. The following list is intended to be illustrative and declarative of the Act and is not intended to increase or decrease the scope of activities for which a licensee is required under the Act. An unlicensed assistant of a licensee may:

1. Answer the telephone, take messages, and forward calls to a licensee.
2. Submit listings and changes to a multiple listing service.
3. Follow up on a transaction after a contract has been signed.
4. Assemble documents for closing
5. Secure public information from a courthouse, sewer district, water district, or other repository of public information.
6. Have keys made for a company listing.
7. Draft advertising copy and promotional materials for approval by a licensee.
8. Place advertising.
9. Record and deposit earnest money, security deposits, and rents.
10. Complete contract forms with business and information at the direction of and with approval by a licensee.
11. Monitor licenses and personnel files.
12. Compute commission checks and bookkeeping activities.
13. Place signs on the property.
14. Order items for routine repairs as directed by a licensee.
15. Prepare and distribute flyers and promotional information under the direction of and with approval by a licensee.
16. Act as a courier to deliver documents, pick up keys, etc.
17. Make routine telephone calls on late rent payments.
18. Schedule appointments for the licensee (this does not include making phone calls, telemarketing, or performing other activities to solicit business on behalf of the licensee).
19. Respond to questions by quoting directly from published information.
20. Sit at a property for a broker tour, which is not open to the public.
21. Gather feedback on showings.
22. Perform maintenance, engineering, operations, or other building trades work and answer questions about such work.
23. Provide security.
24. Provide concierge services and other similar amenities to existing tenants.
25. Manage or supervise maintenance, engineering, operations, building trades, and security; and
26. Perform other administrative, clerical, and personal activities for which a license under the Act is not required.