

CHAMPAIGN COUNTY ASSOCIATION OF REALTORS®

GUIDELINES FOR OFFICE SECRETARIES

Office Secretary shall:

1. Attend MLS Computer Vendor Training
2. Attend any other CCAR endorsed educational program that Participant deems appropriate at current cost of the program, i.e., Antitrust, Fair Housing, and License Law.
3. Access MLS system individually (responsibility of participant).

Office Secretary may not:

1. access building after hours;
2. access Keybox System;
3. in any way use the term REALTOR®;
4. promote themselves as members of the Champaign County Association of REALTORS®, the Illinois Association of REALTORS®, or the National Association of REALTORS®.

From The Real Estate Licensee Act of 2000, Section 1450.165 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 being in violation of 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 a 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 factual information at the direction of and with approval by a licensee;
11. monitor licenses and personnel files;
12. compute commission checks and perform bookkeeping activities;
13. place signs on property;
14. order items of routine repair 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. place 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.

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CERTIFICATION OF SECRETARIES AFFILIATED WITH PARTICIPANT

The Participant will be fully responsible for any actions of the Office Secretary with access to the MLS data and shall provide to the CCAR the name of the individual who is in the Office Secretary position.

Therefore, following is the name of the single Office Secretary in the firm having MLS access. This form shall be used by the Association for authorization and admittance to MLS training and MLS Computer Vendor Training and other educational programs endorsed by the C.C.A.R. Per MRED rules and regulations, there is no monthly participation charge assessed to the responsible participant for only one Office Secretary position. Any other unlicensed personal assistants (UPAs) will be assessed a one-time initiation fee and a monthly participation fee. The Participant shall be held responsible and subject to disciplinary action for any / all unauthorized access.

OFFICE SECRETARY NAME AND EMAIL ADDRESS

As the Participant with whom the above Office Secretary is 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 above named Office Secretary with this firm.

_____ There is no Office Secretary in this office who desires access to MLS-generated information.

Signature of Principal Broker

Date

Firm