

**NEFMLS, Inc.**

7801 Deercreek Club Rd  
Jacksonville, FL 32256  
904-394-9494 X1603 • Fax: 904-296-6181  
Membership email: [membership@realtyweb.net](mailto:membership@realtyweb.net)

**FOR NEFMLS USE ONLY**

Login / ID: \_\_\_\_\_

Serial #: \_\_\_\_\_

**Personal Assistant Application**

Applicant's Name: First \_\_\_\_\_ Last \_\_\_\_\_ Middle Initial \_\_\_\_\_

Referral Sales License # (if applicable): \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Office MLS ID \_\_\_\_\_ Office Name \_\_\_\_\_

Referral Company Name (if applicable) \_\_\_\_\_

Office Address \_\_\_\_\_

Office Phone (include area codes) \_\_\_\_\_ Office Fax \_\_\_\_\_

Realtor Member(s) you are working for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BROKER CERTIFICATION**

As the Designated Broker or Manager of this office, I am approving access for this person. I  DO  DO NOT  
Approve this applicant to work for another firm.

\_\_\_\_\_  
Broker / Manager Printed Name

\_\_\_\_\_  
Broker / Manager Signature

**I will notify the MLS when applicant's access to the MLS computer or this realtor's information is to be deactivated. I understand that I must obtain token/access device from Assistant or I will be assessed a replacement fee.**

**Initial Here:** \_\_\_\_\_

I understand that I am responsible for any activation/replacement/reactivation fees that may occur and that they are non-refundable.

**Initial Here:** \_\_\_\_\_

I will be liable for any unauthorized usage of the MLS System as outlined in the NEFMLS Rules & Regulations and Policy Manual.

**Initial Here:** \_\_\_\_\_

**Please re-assign SAFEMLS device serial # \_\_\_\_\_ to this applicant (if applicable). I understand there is a \$25.00 transfer fee for each SAFEMLS device.**

\_\_\_\_\_  
Realtor Member Printed Name

\_\_\_\_\_  
Realtor Member Signature

**\*\* Must provide picture ID when picking up SAFEMLS access device\*\***



A service of Northeast Florida Multiple Listing Service, Inc.

Dear Participant,

As a convenience to your membership Northeast Florida Multiple Listing Service, Inc., (NEFMLS) has implemented an administrative assistant access. An Office assistant or Personal assistant application is required to receive a username and SafeMLS Token. The application must include the assistant's information and picture ID.

As a Realtor Participant Member of NEFMLS you have pledged to abide by the Policy, Rules and Regulations, and Bylaws. Your total fee for membership is based on each broker or sales associate (licensee) licensed with you. In your application for membership you are required to notify NEFMLS of any new licensees or changes to licensees under your corporation. **You must also notify NEFMLS when an assistant becomes a licensed real estate associate or is no longer employed by you or your subscribers.**

The Policy under "Participant Responsibility of Confidentiality" (Page 6) notes:

"A Major fine of \$1000 shall be automatically assessed against any member who provides their name and a password or allows access to the computer system to any non-member."

You will also find under APPENDIX B PENALTIES AND VIOLATIONS, of the policy, listing Unauthorized Access as a MAJOR PENALTY.

If evidence is found that a non-member has represented themselves as a NEFMLS Inc., member or utilized any of the copyrighted materials a formal complaint will be filed with the Department of Business and Professional Regulations based on your misrepresentation of (FREC Rule 61j2-10.027) & (FL.S. 475.25(c)(d)). This violation carries a minimum citation fine of \$300.

Following are permissible activities of an Unlicensed Assistant approved by the Florida Real Estate Commission (FREC).

Thank you,

RealtyWEB.NET  
Northeast Florida Multiple Listing Service, Inc.  
Membership Department  
904-394-9494 ext. 1603

## **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

- Be at an open house for:
  - Security purposes
  - Hand out materials (brochures)
- Answer questions concerning a listing from which the answer must be obtained from the licensed employer-approved printed information and is **objective** in nature (not subjective comments)
- Gather information for a Comparative Market Analysis
- Gather information for an appraisal
- Hand out objective, written information on a listing or rental