

## Guidelines & Considerations about Activities of Unlicensed Persons

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### An Unlicensed employee **MAY**:

- Answer the telephone and forward calls to a licensee
- Submit listings and changes to a multiple listing service
- Follow up on loan commitments after a contract has been negotiated
- Assemble documents for closing
- Secure documents (public information) from courthouse, public utilities, etc.
- Have keys made for company listings
- Write and place ads for **approval of licensee and supervising broker**
- Type contract forms at the direction of and **for approval by licensee & supervising broker.**
- Compute commission checks
- Place signs on property
- Arrange the date and time of home, termite and well/septic inspection, mortgage application, pre-settlement walk-thru and settlement.
- Prepare flyers and promotional information for approval by licensee and supervising broker.
- Act as courier service to deliver documents, pick-up keys, etc.
- Schedule an open house
- Schedule appointments for licensee to show listed property
- Accompany a licensee to an open house or showing for security purposes or to hand out preprinted materials.

### An unlicensed employee **MAY NOT**:

- Prepare promotional materials or ads without the review and approval of the licensee and supervising broker
- Show property
- Answer any questions on listings, title, financing, closing, etc.

### Page 2 Licensee/unlicensed

- Discuss or explain a contract, listing, lease agreement, or other real estate document with any one outside the brokerage firm

- Be paid on the basis of real estate activity, such as a percentage of commission or any amount based on listings, sales, etc.
- Negotiate or agree to any commission, commission split, management fee or referral fee on behalf of a licensee
- Discuss the attributes or amenities of a property, under any circumstances, with a prospective purchaser or lessee
- Collect, receive or hold deposit monies, rent other monies or anything of value received from the owner of the real property or from a prospective purchaser or lessee.
- Provide owners of real property or prospective purchasers or lessees with any advice, recommendations or suggestions as to the sale, purchase, exchange or leasing of real property to be listed or presently available for sale or lease.
- Hold himself or herself out in any manner, orally or in writing, as being licensed or affiliated with a particular company or real estate broker as a licensee.
- Contact the public concerning the availability of real estate brokerage services unless an inquiry about a specific property is immediately referred to a licensee

Student notes:

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It's worth a thought: "Good communication starts with good preparation". Jim Rohn  
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