

The State of Georgia

Work Assistant is Authorized to Perform. The work to be performed by Assistant is to increase the productivity of Licensee. Assistant agrees to use his or her best efforts to increase the real estate commissions earned by Licensee by performing the following work and tasks on behalf of and at the request of Licensee:

- A. Answer the phone and forward calls to Licensee;
- B. Submit listings and changes to a multiple listing service;
- C. Follow up on the status of loan commitments after a contract has been negotiated;
- D. Assemble documents for closings;
- E. Secure documents that are public information from the courthouse and other sources available to the public;
- F. Have keys made for company listings and install or remove lock boxes;
- G. Write advertisements for the approval of the Licensee and supervising broker and place advertising in magazines, newspapers, etc., as directed by Licensee's supervising broker;
- H. Receive, record, and deposit earnest money, security deposits, and advance rents;
- I. Type contract forms for approval by Licensee and Licensee's supervising broker;
- J. Monitor personnel files and license reports from the Commission;
- K. Compute commission checks;
- L. Place signs on property and remove such signs;
- M. Order items of routine repair as directed by Licensee;
- N. Prepare flyers and promotional information for approval by Licensee and Licensee's supervising broker;
- O. Act as courier service for such purposes as delivering documents or picking up keys [the Licensee remains responsible for assuring delivery of contracts and closing documents as required by O.C.G.A. § 43-40-25(a)(19) and (20)];
- P. Place routine telephone calls on late rent payments;
- Q. Schedule appointments with the owner or the owner's agent in order for Licensee to show listed property;
- R. Arrange dates and times for inspections;
- S. Arrange dates and times for the mortgage application, the preclosing walk-through, and the closing;
- T. Schedule an open house;
- U. Accompany Licensee to an open house or a showing only for security purposes;
- V. Perform physical maintenance on a property; and
- W. Perform such other work as may be requested by Licensee to aid in the purchase or sale of real property, provided such other work involves performing secretarial or ministerial duties or tasks and provided further that such other work does not under any circumstances involve performing brokerage duties or services which must be performed by a real estate licensee.

Work Assistant is Not Authorized to Perform. Assistant shall not perform or undertake any of the following prohibited activities:

- A. Make cold calls by telephone or in person to potential listers, purchasers, tenants, or landlords for the purpose of securing prospects for listings, leasing, sales, exchanges, or property management;
- B. Host open houses, kiosks, home show booths, or fairs, or hand out promotional materials;
- C. Prepare promotional materials or advertisements without the review and approval of Licensee and Licensee's supervising broker;
- D. Show property;
- E. Answer any questions on title, financing, or closings (other than the time and place);
- F. Discuss or explain a contract, listing, lease, agreement, or other real estate document with anyone outside Licensee's Company;
- G. Work as a licensee/secretary in one firm and do real estate related activities with that firm, while licensed with another firm;
- H. Be paid on the basis of real estate activity, such as a percentage of commission, or any amount based on listings, sales, etc.;
- I. Negotiate or agree to any commission, commission split, management fee, or referral fee on behalf of Licensee; or
- J. Answer any questions regarding a listing except for information on price and amenities expressly authorized in writing by Licensee.

Online Real Estate Assistant