

Unlicensed Assistants: Functions, Responsibility of licensee (876 IAC 1-1-42)

Licensees may not allow an unlicensed assistant to perform any act that would require licensure under IC 25-34.1-3-2 including the following functions:

1. Prepare promotional materials or advertisements without the review and approval of the supervising licensee
2. Show real property
3. Answer questions about listings other than those concerning list price, address or geographic directions.
4. Discuss or explain a contract, listing, lease agreement or other real estate document with any broker or salesperson outside the licensee's firm or with any potential client or customer
5. Conduct open houses.
6. Conduct telemarketing or telephone canvassing to schedule appointments in order to seek listings
7. Negotiate or agree to any commission, commission split, management fee or referral fee on behalf of a licensee.

(Indiana Real Estate Commission; 876 IAC 1-1-42; filed June 14, 1995, 11:00 A.M.: 18 IR 2783; readopted filed Jun 29, 2001, 9:56 a.m. 24 IR 3824)



METROPOLITAN INDIANAPOLIS BOARD OF REALTORS®

Non-Licensed Assistant BLC® Listing Service Access Release

Company Name

Broker Code

Firm Number

Non-Licensed Assistant's First, Middle and Last Name

Social Security Number

Office Telephone

Signature of Non-Licensed Assistant

I certify that the above named Non-Licensed Assistant is under my direct supervision and is an employee of the firm listed above.

A copy of their most recent pay stub, from the brokerage firm, accompanies this form to show proof of employment.

I understand that their access is subject to the BLC® Listing Service Rules and Regulations and the limitations and restrictions of state law. I also understand that the Non-Licensed Assistant's password will only be issued after successful completion of the BLC® Listing Service training course.

Principal/Managing Broker Signature

Date

For Board Use

Propertylinx Training Completion Date: _____ Copy of Pay Stub: _____

Login ID: _____ Password: _____ Date Entered: _____