

2024 Calendar

Georgia Instructor Training -GIT

- **October 23-25**
www.greea.org

GREC Annual School Meeting December 5-6 Savannah, GA

**EDUCATION
ADVISOR**
Greconnect.com
Link



[Link to
Proposed Rule
Changes](#)

[Link to GREC
Disciplinary Actions](#)
View Current
Suspensions and
Revocations

Georgia Real Estate Infobase
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This Issue

Unlicensed Assistants	P. 1-2
GREC Job Opportunities	P. 1
Disciplinary Stats	P. 1
GREC Connect	P. 2
Focus on Terminology	P. 2

Unlicensed Assistants – What Can They Do?

A written agreement must exist between Licensees and their unlicensed assistants. The agreement must specify what tasks and duties an unlicensed person may perform. The following are summarized lists of those tasks that the unlicensed assistant may and may not perform. The Georgia Real Estate License Law, Rules and Regulations provide guidelines but does not cover every situation. (For more detail, refer to [Rule 520-1-.07 \(6\) Utilizing Support Personnel - Task Guidelines](#))

List of tasks an Unlicensed Assistant IS permitted to perform:

1. Answer calls and take messages.
2. Make appointments for the Licensee.
3. Schedule an open house.
4. Coordinate appointments for inspections.
5. Prepare advertising pieces approved by the Licensee and the Broker.
6. Calculate commissions.
7. Submit data on listings to a multiple listing service.
8. Type up contracts and other forms for approval by the Licensee and Broker
9. Deliver documents, keys, etc.
10. Record and deposit earnest money, security deposits, and rents.
11. Install and remove signs.

Continued on page 2...

Job Opportunity at the Georgia Real Estate Commission Opening for position as Investigator with GREC.

[Investigator](#) Click for More Information

[Information Specialist](#) Click for More Information

July 2024 Meeting - Commission Actions Taken

Cases Sent to the Attorney General for Review and Disposition by Consent Order or by Hearing	0
Cease & Desist Orders Issued	1
Citations Issued	3
Letter of Findings Issued	1
Consent Orders Entered Into	2
Final Orders of Revocation of Licensure	0
Cases Closed for Insufficient Evidence or No Apparent Violation	10
Licensing Cases - Applicant has a Criminal Conviction - License Issued	5
Licensing Cases - Applicant has a Criminal Conviction - License Denied	0
Total	22

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Online Courses from GREC

**\$10 each
3 Hour CE
Course
Total of 9
Hours CE
Available**

(Approved as
License Law
CE and
approved as
Instructor CE)

**“Avoiding
Trust
Account
Trouble”**

**“Practicing
Real Estate &
Staying Out
of Trouble”**

**“Being a
Broker and
Staying Out
of Trouble”**

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**SUBMIT
Comments
&
Suggestions**

**Georgia Real Estate
Commission**
Suite 1000
International Tower
229 Peachtree Street NE
Atlanta, GA 30303-1605
Phone 404-656-3916

Unlicensed Assistants ... continued from page 1

12. Monitor personnel files and license reports from the Commission.
13. Accompany a Licensee to an open house or a showing for security purposes.

An Unlicensed assistant may NOT do the following:

1. Prospect for clients such as making cold calls for listings.
2. Answer inquiries related to real estate issues, such as title or financing.
3. Provide information on a listing; except pricing and specific items as instructed by the Licensee.
4. Prepare promotional materials or advertisements without the review and approval of an affiliated Licensee and Firm Broker.
5. Show real estate.
6. Hold an open house.
7. Discuss or explain terms of a listing, contract, lease agreement, etc.
8. Collect or hold deposit monies, rent, other monies or anything of value received from the owner of real estate or from a prospective purchaser or lessee; or
9. Be compensated based on the level of real estate activity.
10. Negotiate with clients or customers or Licensees.
11. Give advice to clients or customers.
12. Act in a manner that leads others to believe he/she is licensed.

Before hiring an assistant as an employee or as an independent contractor, review the duties expected and be sure everyone has a clear understanding of the job description.

Visit the [GREC CONNECT](#) session weekly on Fridays 9:00 AM
GREC CONNECT is a weekly Zoom call with GREC Education Advisor, Kim Yarrington. Every Friday morning at 9:00 AM via the [greconnect.com](#) website, you can join in to listen, learn, and share. Each week the topic is shared through GREC's Facebook™ page and by email. Should you have any questions, contact Kim at education@grec.state.ga.us.



Focus on “Broker”

[Definition of Broker](#) 43-40.1 “Broker” means any person who does any of the following in expectation of receiving compensation from another party

- Negotiates or Attempts to secure prospects for the listing, sale, purchase, exchange, renting, lease, or option for any real estate or of the improvements thereon;
- or acts as a referral agent for such purposes
- Collects rents, assessments, or other trust funds or attempts to collect rents, assessments, or other trust funds;
- Is employed by or on behalf of the owner or owners of lots, time-share intervals, or other parcels of real estate at a salary, fee, commission, or any other valuable consideration to sell such real estate or any part thereof in lots or parcels or intervals or other disposition thereof;
- Charges an advance fee or contracting for collecting of a fee, promote the sale of real estate either through its listing in a publication, or for referral of information concerning such real estate to brokers, or both;
- Auctions or offers or attempts or agrees to auction real estate;
- Deals in options to buy real estate;
- Performs property management services or community association management services;
- Provides consulting services to any party to a real estate transaction.
- Advertises or holds himself or herself out as a real estate Licensee.