

2025 Calendar

- Georgia Instructor Training Workshop (GIT) July 15-17, 2025 Augusta, GA To Register: <https://greea.org/git-registration/>
- GREC Annual School Meeting Lake Lanier Islands December-4-5, 2025

EDUCATION
ADVISOR
Greconnect.com
[Link](#)

[Link to GREC Disciplinary Actions](#)
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This Issue

What is A Ministerial Act?	P.1-2
GREC Job Opportunities	P. 1
Disciplinary Stats	P. 1
AMK	P.2
Broker CE	P.2
Focus on Terminology	P.2

What is A Ministerial Act?

The [Georgia Brokerage Relationships in Real Estate Transactions Act \(BRRETA\)](#) defines ministerial acts as presented below. It is important to note that the definition uses words such as “providing, identifying, and locating.” These verbs do not involve using expert knowledge or providing counseling or consulting. A Transaction Broker can only provide ministerial acts and does not have an agency relationship with any party.

10-6A-14. Ministerial acts explained; ...

(a) A Broker acting as a Transaction Broker may provide assistance to buyers, sellers, tenants, and landlords by performing ministerial acts. Examples of ministerial acts which can be performed by the Transaction Broker on behalf of any of the parties in a real estate transaction include without limitation the following:

- (1) Identifying property for sale, lease, or exchange;
- (2) Providing real estate statistics and information on property;
- (3) Providing preprinted real estate form contracts, leases, and related exhibits and addenda;
- (4) Acting as a scribe in the preparation of real estate form contracts, leases, and related exhibits and addenda;

... Continued on page 2

2 Job Opportunities with the Georgia Real Estate Commission

[Information Specialist](#) Click for More Information

[Investigator](#) Click for More Information.

April 2025 Meeting - Commission Actions Taken

Cases Sent to the Attorney General for Review and Disposition by Consent Order or by Hearing	1
Cease & Desist Orders Issued	0
Citations Issued	1
Letter of Findings Issued	0
Consent Orders Entered Into	0
Final Orders of Revocation of Licensure	2
Cases Closed for Insufficient Evidence or No Apparent Violation	5
Licensing Cases - Applicant has a Criminal Conviction - License Issued	5
Licensing Cases - Applicant has a Criminal Conviction - License Denied	0
Total	14

[Click to review a legend of the disciplinary actions the Commission may impose.](#)

SUBMIT
Comments
&
Suggestions

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[Link to GREC
Online School](#)

[Link to
Proposed Rule
Changes](#)

**Georgia Real Estate
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What is A Ministerial Act? Continued from page 1

- (5) Locating architects, engineers, surveyors, inspectors, lenders, insurance agents, attorneys, and other professionals; and
(6) Identifying schools, shopping facilities, places of worship, and other similar facilities on behalf of any of the parties in a real estate transaction.

BRRETA further details the obligations of a Transaction Broker in timely disclosing material facts regarding physical conditions of the property, improvements, and neighborhood. See [BRRETA](#) for further details.

In addition to Rule 520-1-.07 (6), understanding the definition of ministerial acts can be useful in determining what activities unlicensed support personnel/assistants can provide for Licensees. The key issue is to determine if the activity requires discretion, judgment, or expert knowledge. If it is unclear if an activity is practicing real estate brokerage, then it is best handled by a Licensee.

[BRRETA](#) lists and defines the duties and obligations of agency relationships in real estate with sellers, buyers, landlords, and tenants.

A review of [BRRETA](#) could be a training opportunity to meet requirements of the Broker in providing training to Licensees.



Absolutely Must Know

Rule 520-1-.07. Management Responsibilities of Real Estate Firms

(2)(b) Every Broker or Qualifying Broker shall be responsible to instruct Licensees affiliated with the Broker or the Broker's Firm of the provisions set forth in the License Law and its Rules and Regulations.

Need Broker CE?

Check the [Approved School Listing on the GREC](#) website for Schools offering Broker CE.

Two of the [GREC online courses](#) meet the Broker CE requirement.

[Being A Broker & Staying Out of Trouble](#)

[Avoiding Trust Account Trouble](#)

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 "Agency & Transaction Broker"

[BRRETA](#) makes a clear distinction by defining "Agency" and Transaction Broker:

(1) "Agency" means every relationship in which a real estate Broker acts for or represents another as a client by the latter's written authority in a real property transaction.

14) "Transaction Broker" means a Broker who has not entered into a client relationship with any of the parties to a particular real estate transaction and who performs only ministerial acts on behalf of one or more of the parties, but who is paid valuable consideration by one or more parties to the transaction pursuant to a verbal or written agreement for performing brokerage services.