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2025 Calendar

- GREC Annual School Meeting
Lake Lanier Islands
December 4-5, 2025

NEW

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The Case of Unlicensed Transactional Assistants

On March 19, 2023, Qualifying Broker Branson allowed affiliated Licensee, Susie Salesperson, to enter into an Agreement with Smith, LLC with a binding agreement date of March 21, 2023, for "Closing Facilitation Services on a per transaction basis." The Broker made multiple violations:

(1) failed to include the guidelines for activity identified by the Commission that support personnel may perform and shall not perform under Substantive [Regulations 520-1-.07 \(6\)\(e\) and \(f\)](#);

(2) failed to enter into a written agreement with support personnel Smith, LLC specifying the duties the support personnel may undertake and are prohibited from performing on behalf of the firm or their affiliate licensee; and

(3) failed to enter into a separate written agreement with affiliated licensee, Salesperson Susie, authorizing the use of support personnel and specifying the duties the support personnel may undertake and are prohibited from performing on behalf of the affiliate licensee.

The Qualifying Broker was required to pay Eight Hundred Dollars (\$800.00) within 30 days which included a fine and reimbursement to the Commission for its administrative, investigative, and legal costs. The Qualifying Broker was also required to successfully complete a three-hour course approved by the Commission titled "Being a Broker and Staying Out of Trouble" within 60 days.

The AMK article on page 2 describes the required agreements when utilizing unlicensed assistants.

New Job Opportunities at the Georgia Real Estate
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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.

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

September 2025 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 | 3 |
| Citations Issued | 3 |
| Letter of Findings Issued | 1 |
| Consent Orders Entered Into | 0 |
| Final Orders of Revocation of Licensure | 1 |
| Cases Closed for Insufficient Evidence or No Apparent Violation | 4 |
| Licensing Cases - Applicant has a Criminal Conviction - License Issued | 6 |
| Licensing Cases - Applicant has a Criminal Conviction - License Denied | 3 |
| Total | 21 |

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



Absolutely Must Know Section

The License Law, Rules, and Regulations outline 3 agreements that must be in writing regarding the use of unlicensed support personnel or assistants. Any Firm which employs (or engages under an independent contractor agreement) support personnel to assist the Firm or an affiliated Licensee of the Firm in carrying out his or her real estate brokerage activities must have the following:

1. A written agreement with the support person specifying the duties that the support person may undertake on behalf of the Firm or an affiliated Licensee of the Firm and the tasks that support person are prohibited from performing on behalf of the Firm or an affiliated Licensee of the Firm;
2. A written agreement with the affiliated Licensee authorizing the use of the support person, specifying the duties that the support person may undertake on behalf of the affiliated Licensee of the Firm and the tasks that support person are prohibited from performing, and approving any compensation arrangement the affiliated Licensee has with the support person;
3. Assure that the affiliated Licensee of the Firm and the support person have entered into a separate written agreement specifying the duties that the support person may undertake on behalf of the affiliated Licensee of the Firm, the tasks that support person are prohibited from performing, and the compensation arrangement the affiliated Licensee has with the support person.

Reference [520-1-.07\(6\)](#) Utilizing Support Personnel



Focus on Terminology “ministerial acts”

Ministerial acts are those that do not require discretion or the exercise of expertise and judgment. Unlicensed assistants may not perform any duties and tasks of a real estate licensee and may perform only ministerial duties.

The License Law, Rules, and Regulations provide a list of tasks that support personnel may perform and a list of tasks that a support personnel may not undertake (activities on this list must be performed by a Licensee). These lists of tasks may be viewed at [520-1-.07\(6\)](#). and [BRRETA](#) further defines ministerial acts regarding transaction brokerage.