



Policy: Remuneration options for unlicensed assistants

BOD Approval: September 12, 2012

Industry members may remunerate their unlicensed assistants in any manner that is agreed upon by the industry member, the broker, and the assistant. This includes a straight salary, a remuneration formula based on the salespersons commission receipts, or a combination of the two.

The method of remuneration must be documented in a written agreement and signed by the industry member and the assistant. The agreement must also be mindful of what unlicensed assistants are permitted and not permitted to do. For reference:

Unlicensed assistants can perform the following duties:

- clerical or administrative activities such as preparation of documents or reports
- make appointments for the industry members to show properties
- set up and remove signs and lock boxes
- write proposed advertising on behalf of an industry member (must still be approved by broker)
- contact agents for results on showings of listings
- contact solicitors about transactions
- respond to agents inquiries
- witness documents already discussed and presented by a industry member

Unlicensed employees cannot perform the following duties:

- host any public open houses
- carry out any pre-closing viewings present and sign any documents dealing with a real estate transaction (that is to say, listings, removal of conditions, and so on)
- solicit a contract to trade in real estate
- make cold calls by telephone or in person to potential clients
- negotiate any terms of a real estate transaction
- discuss or explain listings, offers, contracts, or other similar matters with anyone outside the employ of the brokerage
- advertise directly or indirectly in real estate
- respond to advertising inquiries from the public