

RE/MAX, LLC Licensed Administrator Guidelines

(Applies to all U.S. and Canadian Regions, except Texas)

Definition

RE/MAX, LLC Definition of a Licensed Administrator:

- Maintains an active real estate license that is held by the Broker/Owner of the office
- Is a Team Member
- Performs administrative tasks under the direction of a Team Leader
- Receives compensation from the Team Leader – Example: Example: From a tax perspective, a Licensed Administrator should receive a W-2 or T4 from their Team Leader and not a 1099/T4A from the Broker/Owner of the office
- It is recommended to consult an attorney, tax professional, and your regional office for advice as it applies to your State, Local and Federal regulations
- Does not earn commissions unless authorized by State, Local and Federal regulations
- Is not eligible to earn Club Awards

Fees and Annual Dues

Licensed Administrators are responsible for paying the following monthly fees and annual dues:

(Please note: Monthly fees varies by region. Please consult your region for specific amounts.)

- Continuing Franchise Fees
- National Ad Fund Fees
 - Licensed Administrators are exempt from paying Regional Ad Fund Fees
- Annual Dues - \$410
 - Amount payable to RE/MAX, LLC

Recommended Agreements

RE/MAX, LLC recommends...

- The RE/MAX Broker/Owner and RE/MAX Sales Associate enter into a written agreement stating that the Licensed Administrator is primarily employed to assist the Team Leader Sales Associate by performing the administrative, clerical, and secretarial duties as directed by the employing RE/MAX Sales Associate.
- Prior to employing the Licensed Administrator, the Sales Associate and Broker/Owner enter into an “Amendment to Independent Contractor Agreement (Licensed/Non-Licensed Personal Administrator),” which includes an authorization for the Sales Associate to employ a Licensed Administrator.
- The Sales Associate and Licensed Administrator execute a “RE/MAX ADMINISTRATOR AGREEMENT,” which includes the job description, method, and amount of compensation and the treatment of taxes and insurance on behalf of the Licensed Administrator. The job description should also include specific language requiring that a Licensed Administrator must comply with all provincial real estate commission regulations and other provincial and federal regulatory agencies.

For your convenience, sample forms of these types of agreements are located on RE/MAX Mainstreet under key words “ICA,” and “agreements.” You are free to use these sample forms, modify them as you see fit, or develop your own forms.

Services that indicate that a Licensed Administrator is a Sales Associate:

- Shows properties to buyers on a regular basis
- Acts as a representative for purchase and sale agreements
- Lists property
- Advertises:
 - Carries his/her own business card as a Licensed Sales Associate (Business cards of the Licensed Administrator may be used only if the Licensed Administrator is clearly identified as a subordinate to the Sales Associate)
 - Has his/her name on yard signs
 - Runs real estate ads in his/her name
 - Public representation that he/she is a RE/MAX Sales Associate (Licensed Administrators are always to represent themselves to the public as “the Licensed Administrator to Sales Associate ‘John Doe’).”

Questions

- Contact your RE/MAX, LLC, Billing and Membership Coordinator
 - membershipandbilling@remax.ca