

# BROKER/MANAGER SUPPORT UNREPORTED LICENSEE(S)



## WHAT IS AN UNREPORTED LICENSEE?

An Unreported Licensee (UL) is an active Texas real estate agent who is sponsored by a member broker (DR) who has not reported to the broker's primary association to join as a REALTOR® or the broker has not paid the non-member salespersons assessment fee according to the following:

- *The bylaws of the National Association of REALTORS® (Article x, Section 2) contain a dues formula for Designated REALTOR® members of the association. The formula assesses the Designated REALTOR® a fee "times the number of real estate salespersons and licensed or certified appraisers who (1) are employed by or affiliated as independent contractors, or who are otherwise directly or indirectly licensed with such REALTOR® member, and (2) are not REALTOR® members". This includes licensees that are sponsored under Designated REALTOR® broker license or corporate license as well as by any broker that is a REALTOR® member of Designated REALTOR® firm.*

**\*\*If you have received an email notification, your office fits the unreported licensee criteria above.**

## UNREPORTED LICENSEE IN YOUR OFFICE, WHAT ARE YOUR OPTIONS?

1. Licensee(s) may join GDWCAR.
2. Licensee(s) may join any board where the broker is a member and notify GDWCAR.
3. Broker pays Non-Member Salesperson Fee and completes Non-Member Salespersons Information form provided by GDWCAR.
4. Broker may return License to TREC and email copy of Termination of Sponsorship paperwork to GDWCAR.

Any of the options taken above will clear your office off the UL report and no further action would be taken.

Failure to complete any of the options above by the allotted time frame given could result in the inactivation of the Broker and the entire office.