

# Is Your Sales Team Compliant?

## MLO AGENTS

**Have an MLO License or endorsement**, but are not engaged in any real estate activities where an MLO is not required.

They are not participants or subscribers to any MLS service.

**Fill out the MLO certification form** with the required agent contact information.

## ACTIVE AGENTS

**Currently practice real estate**, property management, or act as a licensed assistant.

**As the Designated REALTOR®**, you are responsible for the dues for all of the licenses in your firm. Even those who are not REALTORS®.

You can choose to:

**Have your agents join SDAR as a REALTOR®** and benefit from their membership.

**Pay the dues for all active agents** who are licensed with your firm and not REALTORS®.

## LFRO AGENTS

**ONLY Refer Clients.** LFRO agents are not involved in listing, selling, leasing, renting, managing, counseling, appraising, or arranging financing for property

**Are all of your LFRO agents working in a separate LFRO office?** This office must be registered with a DBA.

**Yes**, my agents are working for a separate entity and engaged only in referrals

**No**, I need to set up a separate DBA for my referral only agents.

**Reference the attached RE 282** to register your new DBA with the County & CalBRE

**Fill out the LFRO certification** with the required agent contact information.

## INACTIVE AGENTS

**Are no longer with your firm**, but haven't been removed from your license.

**Remove the salesperson from your license** on CalBRE's eLicensing site.

**Congratulations! You're Compliant With NAR & C.A.R. Bylaws.**