



**June Tip of the Month:**

**What property agents should note when engaging personal assistants**

The Council for Estate Agencies (CEA) is aware that some property agents appoint personal assistants to help with administrative tasks such as scheduling of viewings and handling marketing calls.

If you are working with an individual who is not a registered property agent to support you in your work, you must supervise your assistant closely to ensure that he does not engage in activities related to estate agency work such as:

- Referring or introducing a client who wishes to purchase a property to a third party (or their property agent) who wishes to sell a property;
- Introducing a client who wishes to sell or rent a property to a third party who wishes to purchase or lease out a property;
- Introducing a property, including conducting viewings and answering questions related to the property, to a third party (or their property agent); and/or
- Negotiating a property transaction on behalf of a client.

A person is allowed to conduct estate agency work only if he is registered as a property agent with the CEA through a licensed property agency.

Remember, your personal assistant is not your substitute or representative for the conduct of estate agency work.

Find out more in about CEA's position on property agents enlisting the services of personal assistants in our latest [CEAenergy article](#).

*[Information accurate as at 28 June 2019. This emailer is sent to all property agents registered with CEA.]*

*Brought to you by the Council for Estate Agencies*