



GEORGIA REAL ESTATE EXAM GLOSSARY

Ministerial act

A ministerial act is an administrative or clerical service that does not require the licensee to exercise professional judgment or discretion on behalf of a person, so it can be performed without creating a client relationship.

OFFICIAL AREA

Real Estate Practice in Georgia

KNOWLEDGE CLUSTER

Georgia relationships

LEARNING SYSTEM

Define, distinguish, apply, retrieve

SOURCE STANDARD

Official exam outline plus authoritative Georgia or federal references where the topic has a controlling rule. Independent educational resource, not affiliated with GREC or PSI.

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01 / COMPLETE LESSON

Build the complete exam definition

Learn the rule, separate it from the nearest distractor, then apply it to a Georgia fact pattern.

CORE DEFINITION

What does Ministerial act mean?

A ministerial act is an administrative or clerical service that does not require the licensee to exercise professional judgment or discretion on behalf of a person, so it can be performed without creating a client relationship.

CLOSEST DISTINCTION

How do you separate the nearest exam answer?

Explaining where information belongs on a form can be ministerial. Recommending the price, terms, or negotiation strategy requires judgment and is not merely ministerial.

GEORGIA APPLICATION

What changes or stays the same in Georgia?

BRRETA lists examples and allows ministerial assistance to customers while preserving the boundary between facilitation and representation.

WORKED EXAMPLE

A licensee provides a preprinted form, identifies the section for a closing date, and transmits the completed offer without advising which date to choose.

EXAM TRAP

Calling advice clerical does not make it ministerial. Look for discretion, advocacy, or strategy.

Memory cue: Calling advice clerical does not make it ministerial.



02 / PRACTICE AND MASTERY

Retrieve the rule under exam conditions

Answer before reading the explanation. Then explain why every distractor belongs to a different term.

ORIGINAL PRACTICE CHECK

Which statement correctly explains Ministerial act?

- A** A ministerial act is an administrative or clerical service that does not require the licensee to exercise professional judgment or discretion on behalf of a person, so it can be performed without creating a client relationship.
- B** A transaction broker is a Georgia broker who has not entered a client relationship with a party but performs permitted ministerial acts and the statutory duties owed without representing that party as an agent.
- C** A customer is a party in a real estate transaction whom a broker does not represent but may assist through ministerial acts.
- D** A client is a person who enters a brokerage engagement with a broker.

CORRECT ANSWER: A

Ministerial act is correct. A ministerial act is an administrative or clerical service that does not require the licensee to exercise professional judgment or discretion on behalf of a person, so it can be performed without creating a client relationship. Explaining where information belongs on a form can be ministerial. Recommending the price, terms, or negotiation strategy requires judgment and is not merely ministerial. BRRETA lists examples and allows ministerial assistance to customers while preserving the boundary between facilitation and representation.

MASTERY TRACKER

Mark each box only when you can perform the skill without looking.

- ☐ I can define the term in one precise sentence.
- ☐ I can separate it from the closest look-alike.
- ☐ I can explain the Georgia rule or confirm that the national rule applies.
- ☐ I can answer the practice check and explain every option.



03 / CONNECTIONS AND AUTHORITY

Connect the term to the wider exam

Use these relationships to move from isolated recall to a connected exam model.

RELATED TERM

Transaction broker

A transaction broker is a Georgia broker who has not entered a client relationship with a party but performs permitted ministerial acts and the statutory duties owed without representing that party as an agent.

<https://www.passgeorgiarealestate.com/glossary/transaction-broker>

RELATED TERM

Customer

A customer is a party in a real estate transaction whom a broker does not represent but may assist through ministerial acts.

<https://www.passgeorgiarealestate.com/glossary/customer>

RELATED TERM

Client

A client is a person who enters a brokerage engagement with a broker.

<https://www.passgeorgiarealestate.com/glossary/client>

RELATED TERM

Brokerage engagement

A brokerage engagement is a written contract in which a seller, buyer, landlord, or tenant becomes a client of a Georgia broker and the parties state the brokerage services, duties, terms, and compensation arrangement.

<https://www.passgeorgiarealestate.com/glossary/brokerage-engagement>

RECOMMENDED NEXT COMPLETE LESSON

Real Estate Practice in Georgia complete lesson

<https://www.passgeorgiarealestate.com/study-guide/georgia-practice/transaction-brokers-and-ministerial-acts>

EXAM SOURCES AND AUTHORITY NOTES

1. PSI Georgia Candidate Information Bulletin, 7/1/2026

Official exam administration and content-outline source.

<https://test-takers.psiexams.com/api/content/bulletin/4672>

2. Georgia Brokerage Relationships in Real Estate Transactions Act

GREC's official law portal links to Title 10, Chapter 6A, the Georgia agency statute.

<https://grec.state.ga.us/information-research/license-law/>