



Policy: Unlicensed Assistant Duties

BOD Approval: July 6, 2017

Unlicensed Assistant Policy

Unlicensed assistants **can** perform the following duties:

- clerical or administrative activities such as preparation of documents or reports
- make appointments for the licensee to show properties
- set up and remove signs and lock boxes
- write proposed advertising on behalf of a licensee (must still be approved by broker)
- contact licensees for results on showings of listings
- contact solicitors about transactions
- respond to licensee inquiries
- witness documents already discussed and presented by a licensee
- **share the information on a client copy of an MLS® listing cut with consumers, but not provide consumers with advice or opinions**

Unlicensed assistants **cannot** perform the following duties:

- host any public open houses
- carry out any pre-closing viewings
- present and sign any documents dealing with a real estate transaction (that is to say, listings, removal of conditions, and so on)
- solicit a contract to trade in real estate
- make cold calls by telephone or in person to potential clients
- assist in negotiating any terms of a real estate transaction
- discuss or explain listings, offers, contracts, or other similar matters with anyone outside the employ of the brokerage
- advertise directly or indirectly in real estate
- ~~respond to advertising inquiries from the general public~~