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### UNLICENSED ASSISTANTS

Unlicensed assistants who work under the direct instructions and supervision of a licensed broker and/or salesperson may perform the following tasks and duties:

1. May be a greeter at open houses/model units and distribute pre-printed promotional literature and provide security.
2. May act as a courier in delivering documents, picking up keys, or similar services.
3. Perform clerical duties such as typing, answering the telephone, forwarding calls, and scheduling appointments for licensees.
4. Submit forms and changes to multiple listing services. Obtain status reports on loan progress and credit reports, etc.
5. Follow-up on loan commitments after a contract has been negotiated; and pick up and deliver loan documents.
6. Obtain public information from sources like government offices, utility companies, title companies, etc.
7. Write and place advertising.
8. Make keys, install lock boxes, and place/remove signs on property.
9. Gather information for comparative market analysis.
10. Transport people to properties and/or around areas of interest but may not show, answer questions, or interpret information regarding property, price or condition.
11. Perform accounting and collection functions such as collecting rents, recording and depositing earnest moneys, security deposits, rental funds and/or computing commission checks.
12. Order or perform items of repair and/or maintenance.
13. Provide information pertaining to the characteristics of real estate or a business opportunity and the terms or the conditions of a transaction only if that information is prepared in writing and approved in advance by a licensee.

Unlicensed assistants shall not:

1. Engage in any conduct which is "used, designed or structured" to procure prospects.
2. Show properties, answer questions, or interpret information regarding property, price, or condition.
3. Interpret information regarding listings, titles, financing, contracts, closings or other information relating to a transaction.
4. Conduct telemarketing or telephone canvassing to schedule appointments in order to seek clients.
5. Fill in legal forms or negotiate price and/or terms.
6. Perform any act with the intent to circumvent or which results in the circumvention of the real estate licensing law, RCW 18.85 or the administrative rules in 308-124 WAC.

*This article contains general information only, and should not be used or relied upon as a substitute for competent legal advice in specific situations.*