

# UNLICENSED ASSISTANTS

## PURCHASE AND SALE TRANSACTIONS



OKLAHOMA  
Real Estate Commission

THE FOLLOWING LIST OF ACTIVITIES DOES NOT ENCOMPASS EVERY ACTIVITY THAT AN UNLICENSED ASSISTANT MAY OR MAY NOT PERFORM FOR THE BROKERAGE. THIS LIST IS INTENDED TO PROVIDE GENERAL GUIDANCE ON LICENSABLE ACTIVITIES. FOR FURTHER CLARIFICATION PLEASE REACH OUT TO YOUR BROKER OR THE COMMISSION DIRECTLY.

### OPERATIONS / ADMINISTRATION / MARKETING

---

- |  |  |
|--|--|
| ✓ MAINTAINING THE BROKER'S / LICENSEE'S OFFICE AND ENGAGE IN GENERAL ADMINISTRATIVE DUTIES |  |
| ✓ ACTING AS A COURIER  | ✗ COLLECTING A FEE OR BE PAID ON THE BASIS OF COMMISSION, OR ANY AMOUNT BASED ON LISTING / SALES |
| ✓ SCHEDULING SHOWINGS AND OTHER APPOINTMENTS   |  |
| ✓ DESIGNING AND PLACING ADVERTISING  | ✗ ENGAGING IN ANY CONVERSATION OR PERSONAL CONTACT SOLICITING FOR LISTING OR PURCHASERS          |
| ✓ PREPARING & DELIVERING MARKETING MATERIALS   |  |
| ✓ COORDINATING LOGISTICS FOR PUBLIC SEMINARS   |  |

### TRANSACTION SUPPORT

---

- |  |   |
|--|---|
| ✓ PREPARING LISTING PACKETS, AS DIRECTED BY LICENSEE   | ✗ PREPARING OR PRESENTING COST / MARKET INFORMATION (INCLUDING COMPARATIVE MARKET ANALYSIS) |
| ✓ SUBMITTING LISTING INFORMATION TO MLS OR THIRD PARTY LISTING SERVICE                                 | ✗ PREPARING AGREEMENTS WITHOUT APPROVAL FROM LICENSEE                                       |
| ✓ PREPARING PURCHASE PACKETS, CONTRACTS AND FORMS, AS DIRECTED WITH THE LICENSEE APPROVING THE CONTENT | ✗ PRESENTING OR EXPLAINING AGREEMENTS   |
| ✓ REVIEWING DOCUMENTS FOR COMPLETENESS   | ✗ NEGOTIATING WITH ANY PARTIES AND NEGOTIATING OFFERS TO BUY OR SELL                        |
| ✓ ORGANIZING OR ASSEMBLING DOCUMENTS FOR CLOSING   | ✗ PROVIDING ADVICE TO PARTIES   |
| ✓ COMMUNICATING WITH TITLE COMPANIES, INSPECTORS, APPRAISERS   |   |
| ✓ COORDINATE CLOSINGS  |   |

### SHOWINGS AND PROPERTY ACCESS

---

- |   |  |
|---|--|
| ✓ PLACING / REMOVING LOCKBOXES AND BROCHURE BOXES | ✗ SHOWING PROPERTY   |
| ✓ PLACING / REMOVING SIGNS                        | ✗ INTERVIEWING PURCHASERS OR POTENTIAL PURCHASERS              |
| ✓ PLACING / REMOVING KEYS                         | ✗ ASSISTING PURCHASERS IN SEARCHING FOR AND ACQUIRING PROPERTY |