

12 AAC 64.095. REAL ESTATE ACTIVITIES OF UNLICENSED PERSONS.

(a) A real estate licensee may not employ an unlicensed person to perform activities for which a real estate license is required under AS 08.88 and this chapter. A real estate licensee may not employ an unlicensed person to perform any of the activities in AS 08.88.161, including one or more of the following:

- (1) hosting an open house, kiosk, or home show booth;
- (2) showing a property;
- (3) explaining or interpreting a
 - (A) contract of purchase and sale; or
 - (B) listing contract or property management contract, or any other form of service agreement.

(b) A real estate licensee may employ an unlicensed person to perform administrative, bookkeeping, clerical, and maintenance tasks related to real estate for which a real estate license is not required under AS 08.88 and this chapter, including

- (1) to answer the phone, take messages, and forward calls to the licensee;
- (2) to schedule appointments for the licensee; activities allowed under this paragraph do not include telephonic solicitation, or soliciting business on behalf of the licensee;
- (3) to obtain public information from a courthouse, municipality, or other source of public information;
- (4) to place or remove signs on property;
- (5) to input data for listings and changes to a multiple listing service as approved by the licensee;
- (6) to have keys made for property listed by the licensee;
- (7) to unlock a property so that it may be viewed or shown by a licensee, remain during the viewing or showing, and relock the property;
- (8) to draft advertising copy, promotional materials, and correspondence for approval by the licensee;
- (9) to place advertising;
- (10) to act as a courier;
- (11) to fill in contract forms with business and factual information as directed by the licensee;
- (12) to witness signatures;
- (13) to assemble file documents;
- (14) to follow up on a transaction after a contract has been signed by arranging access to property for an appraiser, contractor, inspector, or other service provider as needed;
- (15) to record and deposit trust funds, including transaction deposits, security deposits, and rents;
- (16) to compute commission checks;
- (17) to monitor licenses and personnel files;
- (18) to perform office filing;
- (19) to order items needed for routine repair;
- (20) to perform or supervise maintenance, repair, or building trades work, and answer questions about that work; and
- (21) to provide security services.

Authority: AS 08.88.071 AS 08.88.161 AS 08.88.900 AS 08.88.081