

# Transaction Coordinator or Unlicensed Assistant

## Permitted or Prohibited?

• Can prepare (draft) listing and purchase agreements?	TC	UA
• Can hand out flyers at an open house if RP is there?	TC	UA
• Can order repairs as directed?	TC	UA
• Can receive and deposit funds of others?	TC	UA
• Can draft addendums, notice of objections, etc?	TC	UA
• Can obtain signatures on purchase agreements or counteroffers?	TC	UA
• Can pick up or deliver financial documents from title or lender and get signatures?	TC	UA
• Can create flyers and brochures for listings?	TC	UA
• Can attend closing in place of the broker?	TC	UA
• Can make calls to solicit sellers or buyers?	TC	UA
• Must disclose any potential conflict of interest?	TC	UA
• Is ultimately responsible for the transaction?	TC	UA