

## What Unlicensed Real Estate Virtual Assistants Can Do In Minnesota

Real estate agents in Minnesota can enjoy a number of helpful advantages through the skillful employ of unlicensed assistants or the use of [virtual assistance](#) companies. Often, the simple repetitive administrative tasks are the ones that take the most time out of a real estate agents work, and these are exactly the kinds of jobs that can be delegated to an [online assistant](#).



### State Regulations About The Jobs That Assistants Can Be Assigned To

There are, however, very specific rules set forth by Minnesota legislature that govern exactly what [personal assistant services](#) can and cannot do. These rules apply across the state, whether the area covered by your firm encompasses the twin cities of Minneapolis-Saint Paul or the more rural agricultural areas of the state's westward side.

### Activities That Unlicensed Assistants Can Handle On The Behalf Of A Licensee

- Disclose any factual information about a listed property if the information in question has been written down and made publicly available, for example through advertisement;
- Write and place advertisements under licensed guidance and approval;
- Host an open house event as a representative of the licensee;
- Procure publicly available information from courthouses or other state entities;
- Type and complete contracts under supervision of the licensee.

### Activities That Cannot Be Performed Without A Real Estate License

- **No questions about a listed property that cannot be made with publicly available information may be answered by an assistant;**
- Purchase agreements must be drafted by a licensee;
- Negotiations of transaction commissions and other details must be made by the licensee;
- Contract terms and conditions may not be explained to a client or potential client by anyone other than the real estate license holder;
- Minnesota assistants cannot receive extra compensation for real estate-related activities, including sales bonuses and commissions- they must be paid a salary.

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