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You are receiving this broker bulletin because you are an active status designated broker, and we'd like to share some information with you.

We are pleased to report we had 100% online license renewals in August. That results in a huge cost savings to the Commission which we then can use to hold the line on license fees. Thank you so much for encouraging your associates to use the online services!! There are a couple of areas where we could use your help, however:

a. The online renewal form asks whether the licensee "has completed" the CE requirement. Answering "yes" makes an affirmative statement that all CE has been completed at the time the license is renewed. If the CE hasn't been completed, that is a false statement (even if the licensee finishes his/her CE prior to the end of the renewal period). The Commission has noticed quite a few instances lately where licensees incorrectly answered "yes" and renewed their licenses when they hadn't finished their CE yet. We appreciate everyone who wants to renew early, but then the CE needs to be done early, too. Please ask your associates to wait to renew until their CE is all completed.

b. It is extremely important that all licensees renew their own licenses. It is completely inappropriate for the office manager, licensed assistant, spouse, broker, or anyone else to use another person's log in and renew that person's license for him/her. There are questions about CE, E&O, and judgments that a licensee must certify are correct when renewing the license, and this obligation cannot be delegated to others.

Also, the Commission has also taken a few calls lately about licensees changing companies without telling their brokers. You may recall the license law was amended several years back to require that anyone choosing to leave a brokerage must give the designated broker written notice within three (3) business days. By the same token, if you choose to remove an associate from your brokerage, you must give the same three-day written notice to that associate. We would appreciate your cooperation and your help to educate your licensees and staff about this notice requirement.

Finally, the Commission is still receiving an inordinate amount of returned mail for bad addresses. We understand how easy it is to forget to notify the Commission when in the throes of moving, but the license law requires the Commission be notified within 10 days of any change in home address, phone number, or name. Thank you for reminding your associates to take a few moments to log in to the online services and keep home addresses AND phone numbers updated in our system.

Name changes can only be submitted to the Commission with the use of a paper Notice of Name Change form, including documentation for the name change. Licensees should not be advertising their services or listings under any other name besides their legal name, and they must be licensed under that legal name (or a nickname which has been properly registered with the Commission).

As a reminder, if you ever need assistance or have questions about brokerage practice or the real estate license law, please don't hesitate to call the Commission. Last fiscal year (July to June), our Enforcement Department took over 2300 calls for assistance. We are happy to help any time.

Sincerely,

A handwritten signature in cursive script that reads "Marvis J. Brice".

Marvis Brice, Chair
Idaho Real Estate Commission