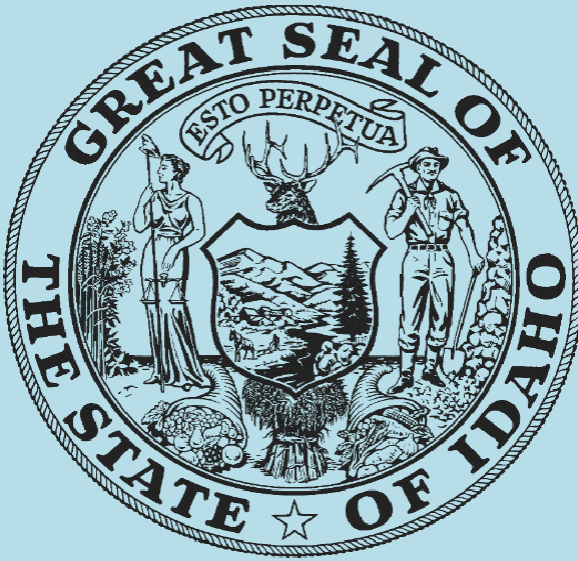


Idaho Division of
Occupational and
Professional Licenses -
Real Estate Commission



Idaho Real Estate
License Law and Rules

July 2025

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This booklet contains the Idaho Real Estate License Law and Rules effective on July 1, 2025.

An underline indicates text has been added;
~~A strikethrough indicates deleted text.~~

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Title 54
Idaho Real Estate License Law
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IDAHO REAL ESTATE LICENSE LAW

Chapter 20, Title 54, Idaho Code, in effect July 1, 2025.

54-2001. Short Title.

Sections 54-2001 through 54-2081, Idaho Code, shall be known and may be cited as “Idaho Real Estate License Law.”

54-2002. Licensure Required.

No person shall engage in the business or act in the capacity of real estate broker or real estate salesperson in this state without an active Idaho real estate license therefor. Unless exempted from this chapter, any single act described within the definitions of “real estate broker” or “real estate salesperson” shall be sufficient to constitute “engaging in the business” within the meaning of this chapter. Any person who engages in the business or acts in the capacity of real estate broker or salesperson in this state, with or without an Idaho real estate license, has thereby submitted to the jurisdiction of the state of Idaho and to the administrative jurisdiction of the Idaho real estate commission and shall be subject to all penalties and remedies available under Idaho law for any violation of this chapter.

54-2003. Exceptions to Licensure – Active Licensees – Transactions Involving Personal Property.

(1) Exceptions to licensure. Except as otherwise stated below, an Idaho real estate license is not required for the following:

(a) The purchase, option, exchange or sale of any interest in real property, or business opportunity for a person’s own account or use;

(b) The acquisition, exchange or other disposition of any interest in real property or business opportunity by its owner or a regular employee of the owner, acting within the scope of his or her employment;

(c) The sale, exchange, purchase or other disposition of any interest in real property or business opportunity by a duly authorized attorney in fact whose power of attorney is granted for the purpose of consummating a single transaction involving the conveyance of a single or undivided interest in a parcel of real property or in a business opportunity;

(d) The acquisition or other disposition of any interest in real property or business opportunity by the following parties only if such acquisition or disposition is undertaken in the performance of their duties as:

(i) A receiver, trustee in bankruptcy, legal guardian or conservator;

(ii) An administrator, executor or personal representative of an estate;

(iii) Any person selling pursuant to the default provisions of a deed of trust, or any duly authorized agent thereof.

(e) The acquisition or other disposition of any interest in real property or business opportunity by an attorney at law in connection with client representation, and if the attorney is not regularly engaged in the conduct or business of real estate broker or salesperson.

(2) Active real estate licensees. An actively licensed real estate broker, associate broker or salesperson must comply with this chapter, regardless of whether the licensee otherwise qualifies for any of the exceptions of subsection (1) of this section.

(3) Transactions involving personal property. An active licensee who, while acting on behalf of another, for compensation or for a promise or expectation of compensation, sells, lists, buys or negotiates, or offers to sell, list, buy or negotiate, the purchase or sale of a mobile home, manufactured home or floating home as

defined by Idaho law, shall comply with this chapter regardless of whether such activity would otherwise require an Idaho real estate license.

(4) Exceptions to licensure shall not be used in any way to evade the purposes of this chapter. Any such attempt to evade this chapter shall be considered the unlicensed and unlawful practice of real estate.

54-2004. Definitions.

As used in this chapter:

(1) "Accredited college or university" means an institution accredited by the regional accrediting associations, as reported in the most current publication of the accredited institutions of postsecondary education.

(2) "Acting in this state" means and includes dealing with any interest in real property, or a business opportunity involving an interest in real property, that is situated in the state of Idaho, or conducting or attempting to conduct or solicit real estate business with residents of the state of Idaho.

(3) "Active license" means the status of a real estate license that has not been inactivated, expired, terminated, suspended or revoked.

(4) "Associate broker" means an individual who has qualified personally as a real estate broker in Idaho under this chapter, but is licensed under, associated with and represents a designated broker in the performance of any act described in subsection (39) of this section.

(5) "Branch office" means an office operated by a licensed real estate broker or licensed legal business entity, separate and apart from the main office. A branch office may be licensed or unlicensed, in accordance with this chapter.

(6) "Broker price opinion" means a written price opinion of the estimated price for identified real property prepared or rendered by an actively licensed broker or associate broker, for a purpose other than a prospective listing or sale, and that complies or purports to comply with the requirements and content provision of section 54-4105, Idaho Code.

(7) "Brokerage company" means a real estate business, whether a sole proprietorship, a legal entity, or any other licensed person engaged in acts requiring a real estate license in Idaho, that is conducting or holding itself out as conducting the business of real estate through a designated broker.

(8) "Brokerage representation agreement" means a written contract between a buyer, seller, or both, and a real estate brokerage for agency representation in a regulated real estate transaction.

(9) "Business conduct and office operations course" means the component of the advanced real estate course that is required in order to obtain a broker's license and that teaches business practices and office operations of the brokerage, including recordkeeping, trust account procedures and the laws governing those practices.

(10) "Business day" means and includes each day of the week except Saturday, Sunday or any other legal holiday enumerated in section 73-108, Idaho Code.

(11) "Business name" means the name in which the brokerage company is licensed by the commission.

(12) "Business opportunity" means and includes an established business, goodwill of an established business, or any interest therein, other than a lease, or any one (1) or combination thereof, where a sale or transfer of an interest in land including, but not limited to, an assignment of a lease, real property is involved in the transaction.

(13) "Commercial real estate" means a business opportunity as defined in this section, or any real estate other than real property improved by one (1) to four (4) residential dwelling units. Commercial real estate does not include residential dwelling units such as condominiums, townhouses or homes in a subdivision

when that real estate is sold, leased or otherwise conveyed on a unit-by-unit basis, even though the units may be part of a larger building or parcel of real estate containing more than four (4) units. Commercial real estate does not include property used in association with any agricultural operation or agricultural facility as those terms are defined in section 22-4502, Idaho Code, and that is zoned to allow the agricultural use.

(14) “Commission” means the Idaho real estate commission, unless the context clearly indicates a different meaning.

(15) “Commission core course” means the annual course covering the twelve (12) month period between July 1 and June 30, which contains curriculum identified by the commission that stresses that year’s trends in real estate practices and changes in laws in real estate-related industries. A core course must contain no more than four (4) classroom hours of instruction.

(16) “Continuing education elective course” means a real estate course offering, other than the commission core course for which continuing education credit hours may be obtained as provided in section 54-2023, Idaho Code.

(17) “Convicted” means a plea of nolo contendere or guilty, a jury verdict of guilty or a court decision of guilt whether or not a judgment or sentence has been imposed, withheld or suspended.

(18) “Cooperative sale” means a transaction involving two (2) or more brokers.

(19) “Council” means the Idaho real estate education council.

(20) “Dealer in options” means any person, firm, partnership, association or corporation who shall directly or indirectly take, obtain or use options to purchase, exchange, lease option or lease purchase real property or any interest therein for another or others whether or not the options shall be in his or its name and whether or not title to the property shall pass through the name of the person, firm, partnership, association or corporation in connection with the purchase, sale, exchange, lease option or lease purchase of the real property, or interest therein.

(21) “Designated broker” means an individual who is licensed as a real estate broker in Idaho and who is designated by the brokerage company to be responsible for the supervision of the brokerage company and the activities of any associated licensees in accordance with this chapter.

(22) “Distance learning course” means, in relation to a real estate course offering, a real estate course that is delivered not as a live course but through a medium in which the instructor and student are separated by both distance and time.

(23) “Double contract” means two (2) or more written or unwritten contracts of sale, purchase and sale agreements, loan applications, or any other agreements, one (1) of which is not made known to the prospective loan underwriter or the loan guarantor, to enable the buyer to obtain a larger loan than the true sales price would allow, or to enable the buyer to qualify for a loan that he or she otherwise could not obtain. An agreement or loan application is not made known unless it is disclosed in writing to the prospective loan underwriter or loan guarantor.

(24) “Executive director” means the executive director of the Idaho real estate commission.

(25) “Expired license” means the status of a license when the license period has expired and the license is not renewed or provisional license granted, and before the license is terminated.

(26) “Fee or commission” means a payment, actual, promised or expected, as compensation for the performance of any act requiring a real estate license.

(27) “Inactive license” means the status of a license that is not expired, terminated, suspended or revoked, and during which inactive period the license holder is not authorized to act as or associate with a designated broker.

(28) “Legal business entity” means and includes any type of corporation, partnership, limited liability company or limited liability partnership, a governmental entity, trust or other entity capable of conducting business.

(29) “Licensee” means any person who is licensed in accordance with this chapter to engage in the business or act in the capacity of real estate broker, associate broker or real estate salesperson.

(30) “Limited broker” means a broker individually qualified to do business in Idaho, but who may not have associate brokers or salespersons licensed with that broker.

(31) “Live presentation” means, in reference to a real estate course offering, a real estate course that is personally presented by the instructor and personally attended by the student at the same facility, or, if separated by distance, the instructor and student are connected by contemporaneous, two-way audio and visual communication.

(32) “Main office” means the principal location where the real estate broker is licensed to transact business.

(33) “Out-of-state broker” means a person who holds the equivalent of an active Idaho designated broker license in another jurisdiction who is not licensed as a real estate broker under this chapter.

(34) “Out-of-state sales associate” means a person who holds the equivalent of an active Idaho salesperson or associate broker license in another jurisdiction who is not licensed as a salesperson or associate broker under this chapter.

(35) “Person” means and includes an individual, or any legal business entity.

(36) “Post license course” means a commission-approved or certified elective course that is specifically oriented toward salespersons in their first two (2) years of Idaho practice. The course must contain no more than twelve (12) classroom hours of instruction.

(37) “Primary Idaho license” means an Idaho real estate license that is not contingent upon continuance of a license in another state or jurisdiction.

(38) “Provisional license” means an extension of the period of active licensure, beyond the licensee’s expiration date, granted by the commission for the purpose of allowing the licensee to complete the continuing education requirements set forth in section 54-2023, Idaho Code, or for any other purpose allowed by this chapter.

(39) “Real estate broker” means and includes:

(a) Any person other than a real estate salesperson who, directly or indirectly, while acting for another for compensation or a promise or an expectation thereof, engages in any of the following: sells, lists, buys, or negotiates, or offers to sell, list, buy or negotiate the purchase, sale, option or exchange of real estate or any interest therein or business opportunity or interest therein for others;

(b) Any actively licensed broker while, directly or indirectly, acting on the broker’s own behalf;

(c) Any person who represents to the public that the person is engaged in any of the activities in this subsection;

(d) Any person who directly or indirectly engages in, directs, or takes any part in the procuring of prospects, or in the negotiating or closing of any transaction which does or is calculated to result in any of the acts in this subsection;

(e) A dealer in options as defined in this section.

(40) “Real estate salesperson” or “salesperson” means any person who has qualified and is licensed as a real estate salesperson in Idaho under this chapter and is licensed under, associated with, and represents a designated broker in the performance of any act described in subsection (39) of this section.

(41) “Real estate settlement procedures act” means the real estate settlement procedures act of 1974, as amended, 12 U.S.C. 2601 et seq., and as in effect on January 1, 2008.

(42) “Regular employee” means an individual who performs a service for wages or other compensation and whose employer withholds federal employment taxes under a contract for hire, written or oral, express or implied.

(43) “Regulated real estate transaction” means those real estate transactions for which a real estate license is required under chapter 20, title 54, Idaho Code.

(44) “Responsible broker” means the designated broker in the regulated real estate transaction who is responsible for the accounting and transaction files for the transaction, in the manner described in section 54-2048, Idaho Code.

(45) “Revoked license” means a license that has been permanently revoked by the issuing authority.

(46) “Sales associate” means a salesperson or an associate broker licensed under and associated with a designated broker.

(47) “State or jurisdiction” means and includes any state or territory of the United States, the District of Columbia and any foreign jurisdiction that issues real estate licenses substantially similar to those provided for in this chapter.

(48) “Successfully completed” means, in reference to a real estate course offering, completing all required course hours and, except where the licensee seeks continuing education credit for having regularly attended the live presentation of a course, passing a commission-approved assessment or final examination.

(49) “Surrendered license” means a license that has been voluntarily terminated or surrendered by a licensee who, at the time of the voluntary termination or surrender, was under investigation or named in a formal administrative complaint.

(50) “Suspended license” means a license that has been temporarily suspended by the issuing authority.

54-2005. The Idaho Real Estate Commission.

There is hereby created in the division of occupational and professional licenses the Idaho real estate commission, for the purpose of administering this chapter. The commission shall consist of five (5) members who shall be appointed by the governor and who shall serve at the pleasure of the governor. Members who are licensed under this chapter shall be appointed as follows: one (1) from the northern district consisting of Idaho, Lewis, Nez Perce, Clearwater, Latah, Benewah, Boundary, Shoshone, Kootenai and Bonner counties; one (1) from the southeastern district consisting of Lemhi, Butte, Clark, Fremont, Jefferson, Madison, Teton, Bonneville, Bingham, Caribou, Bear Lake, Franklin, Oneida, Power and Ban-nock counties; one (1) from the southwestern district consisting of Owyhee, Elmore, Ada, Canyon, Boise, Gem, Payette, Washington, Adams and Valley counties; and one (1) from the south central district consisting of Blaine, Camas, Cassia, Custer, Gooding, Jerome, Lincoln, Minidoka and Twin Falls counties.

54-2006. Qualifications of Commissioners, - Term and Organization.

(1) Four (4) members of the commission shall be actively licensed Idaho designated real estate brokers or associate brokers who have had at least five (5) years’ active license experience as a designated broker or associate broker in the real estate business in Idaho. One (1) member shall be a member of the public from the state at large with an interest in the rights of consumers of real estate services.

(2) Each regular appointment, other than an appointment to fill an unexpired term, shall commence on July 1 of the year of appointment and be for a term of four (4) years. Each commissioner shall hold office until a qualified successor is appointed. Upon the death, resignation or removal of any member of the commission, the governor shall appoint a qualified person to fill out the unexpired term.

(3) Each year, the commission shall call a meeting and elect a chair, a vice chair, and a commissioner to serve on the Idaho real estate education council. Thereafter, the chair may call meetings of the commission whenever he or she deems it advisable, but if the chair refuses to call a meeting upon written demand of a quorum of the commission, then such members may call the meeting.

54-2007. Compensation, Powers and Duties of Commission.

Members shall be compensated as provided by section 59-509(n), Idaho Code. The commission is charged with administering and enforcing all provisions of this chapter and is expressly vested with the power and authority to make and enforce any and all reasonable rules as it deems necessary for administering and enforcing this chapter.

54-2008. Establishment of Idaho Real Estate Education Council.

An education council consisting of six (6) members, four (4) of whom are to be appointed by the Idaho real estate commission, plus one (1) commissioner and the commission's executive director, may be established to act as an advisory group to the commission, and to perform functions as set forth in this chapter and in the council's bylaws, which bylaws must be approved by the commission. The council shall recommend to the commission real estate education policy and course content quality for all education courses approved by the commission as meeting the education requirements of this chapter and its rules, and for such other courses or clinics deemed advisable by the commission for promoting higher standards of practice in the real estate business. The council will prepare for approval by the commission any additional recommended procedures or guidelines for certifying educational courses, instructors and providers.

54-2009. Council Appointment, Qualifications and Term.

One (1) member of the council shall be named from each of the four (4) geographic districts of the state: north, south, east and west. The education director of the commission shall serve as the council executive at all council meetings and functions. Each education council member shall be appointed for a term of four (4) years. The commission may remove any council member for neglect of duty, for incompetency, or for unprofessional, dishonorable or any other conduct which the commission believes interferes with that person's ability to properly act or serve as a council member.

54-2010. Compensation.

Members of the education council are not employees of the state of Idaho, but shall be reimbursed expenses in the same manner as state employees in addition to a per diem allowance in the same amount as that received by the commissioners for each day of approved service.

54-2011. Types of Licenses.

(1) The commission may issue a primary Idaho real estate license to any individual, sole proprietorship or legal business entity in accordance with the requirements of this chapter. An individual may be licensed as a real estate

salesperson, an associate broker or a designated broker acting for a sole proprietorship or legal business entity.

(2) The commission may issue a nontransferable cooperative license to any out-of-state broker. The cooperative license shall authorize the out-of-state broker to work in cooperation with an actively licensed Idaho real estate designated broker for the purpose of one (1) Idaho commercial real estate transaction.

54-2012. Minimum Requirements for an Individual Primary Idaho License.

(1) Requirements for all individual primary licenses. Unless a qualification is waived or modified by the commission for good cause and upon special consideration, and except as provided in section 54-2015, Idaho Code, each person seeking a primary Idaho real estate license as a salesperson, associate broker or designated broker shall meet all of the following minimum qualifications:

(a) Be an individual;

(b) Be eighteen (18) years of age or older;

(c) Furnish satisfactory proof that the applicant graduated from an accredited high school or its equivalent or holds a certificate of general education;

(d) Not have had a real estate or other professional or occupational license suspended or surrendered, or the renewal refused, for a disciplinary violation involving fraud, misrepresentation or dishonest or dishonorable dealing, in Idaho or any other jurisdiction, within five (5) years immediately prior to the date the application for license is submitted to the commission;

(e) Not have had a real estate or other professional or occupational license revoked for a disciplinary violation involving fraud, misrepresentation or dishonest or dishonorable dealing, in Idaho or any other jurisdiction; provided that, after a period of five (5) years from the date the license was revoked, the applicant may make a written request to the commission for an exemption review to determine the applicant's suitability for licensure, which the commission shall determine in accordance with the following:

(i) The exemption review shall consist of a review of any documents relating to the disciplinary action that resulted in the license revocation and any supplemental information provided by the applicant bearing upon his suitability for licensure. The commission may, at its discretion, grant an interview of the applicant.

(ii) During the review, the commission shall consider the following factors and evidence:

1. The severity or nature of the disciplinary violation for which the applicant's license was revoked;

2. The period of time that has passed since the disciplinary violation occurred;

3. The existence, number and pattern of any other misconduct for which the applicant has been disciplined;

4. The circumstances surrounding the disciplinary violation that would help the commission determine the risk of repetition;

5. The relationship of the disciplinary violation to the licensed practice of real estate; and

6. The applicant's activities since the disciplinary violation under review, such as employment, education, participation in treatment, payment of restitution or any other factors that may be evidence of current rehabilitation.

(iii) The applicant shall bear the burden of establishing his current suitability for licensure.

(f) Not have been convicted or completed any sentence of confinement for or on account of any misdemeanor involving fraud, misrepresentation or

dishonest or dishonorable dealing, in a state or federal court, within five (5) years immediately prior to the date the application for license is submitted to the commission;

(g) Not have been convicted of any felony in a state or federal court or convicted by military general court-martial; provided that, after a period of five (5) years from the date the person was convicted or completed any term of probation, sentence of confinement or period of parole, whichever is later, the applicant may make written request to the commission for an exemption review to determine the applicant's suitability for licensure, which the commission shall determine in accordance with the following:

(i) The exemption review shall consist of a review of any documents relating to the felony and any supplemental information provided by the applicant bearing upon his suitability for licensure. The commission may, at its discretion, grant an interview of the applicant.

(ii) During the review, the commission shall consider the following factors or evidence:

1. The severity or nature of the felony;
2. The period of time that has passed since the felony under review;
3. The number or pattern of felonies or other similar incidents;
4. The circumstances surrounding the crime that would help determine the risk of repetition;
5. The relationship of the crime to the licensed practice of real estate;

and

6. The applicant's activities since the crime under review, such as employment, education, participation in treatment, payment of restitution, or any other factors that may be evidence of current rehabilitation.

(iii) The applicant shall bear the burden of establishing his current suitability for licensure.

(h) Complete all prelicense education requirements as provided for in section 54-2022, Idaho Code, for a salesperson's or broker's license;

(i) Pass the commission-approved real estate licensing exam for a sales or broker license in the time and manner stated in section 54-2014, Idaho Code, and pay the required exam fees;

(j) Be fingerprinted for the purpose of a national criminal history check to determine whether the applicant is qualified for licensure and pay all fees associated with the fingerprinting and background check services. If the fingerprints are returned to the commission as illegible the applicant shall, upon request from the commission, be fingerprinted again and file the new fingerprints with the commission;

(k) Sign and file with the commission an irrevocable consent to service, appointing the commission's executive director to act as the licensee's agent upon whom all judicial and other process or legal notices directed to such licensee may be served, and consenting that any lawful process against the licensee that is served upon the executive director shall be of the same legal force and validity as if served upon the licensee and that the authority shall continue in force so long as any liability remains outstanding in this state. Upon receipt of any such process or notice, the executive director shall immediately mail a copy of the same by certified mail to the last known address of the licensee. All licensees shall provide the commission a full and current mailing address and shall notify the commission in writing of any change in mailing address within ten (10) business days of the change;

(l) If licensing as an active salesperson or associate broker, provide the name and physical address of the main business location of the designated broker with whom the application will be licensed, and the signature of that broker; or,

if licensing as a designated broker, provide the name and physical address of the main business location. No Idaho sales associate may be licensed under or associated with more than one (1) Idaho broker at a time;

(m) Submit a properly completed application and all license, application and other fees listed in section 54-2020, Idaho Code, or as otherwise required by statute or rule; and

(n) Provide satisfactory proof of meeting the mandatory errors and omissions insurance requirement for real estate licensees as stated in section 54-2013, Idaho Code.

(2) Additional requirements for broker and associate broker licenses. Applicants seeking a primary Idaho license as a broker or associate broker shall meet the additional following qualifications:

(a) Provide satisfactory evidence of having been actively engaged, on a full-time basis, for two (2) years as a licensed real estate salesperson within five (5) years immediately prior to the date upon which the individual makes application. Such evidence shall demonstrate the productiveness of the licensed activity to have been generally commensurate with that of other licensees practicing in a similar capacity. Listings, sales, options or other licensed activities may be considered by the commission in determining whether the applicant meets this qualification.

(i) A broker or associate broker applicant may be required to furnish a report of listings and sales accomplished by the applicant during two (2) or more years within the last five (5) years of licensure immediately prior to the application date;

(ii) This report shall be certified as correct by the broker or brokers with whom the applicant has been associated, provided however, that upon preapproval by the commission, the applicant may verify that the report is correct in an alternative manner;

(iii) The broker experience requirement may be modified or reduced, in whole or in part, at the discretion of the commission, based upon the applicant's educational background, or experience in related or affiliated business activities;

(iv) The commission in its discretion may make such additional investigation and inquiry relative to the applicant as it shall deem advisable;

(b) Designate a physical office location and a business name. The commission may refuse to issue a license to any person if the business name is the same as that of any person whose license has been suspended or revoked or is so similar as to be easily confused with another licensee's name by members of the general public. However, nothing in this paragraph shall restrict an individual from obtaining a license in his or her own legal name.

(c) If currently licensed in Idaho as a salesperson and applying for a license as an Idaho broker or associate broker, the individual shall submit a new fingerprint card for processing and pay associated fees.

54-2013. Errors and Omissions Insurance. (See also *Rule 100.02. – 100.05.*)

(1) Each licensee who is actively licensed under this chapter shall, as a condition to licensing, carry and maintain errors and omissions insurance to cover all licensed activities under the provisions of this chapter.

(2) The commission shall make the insurance required under the provisions of this section available to each licensee by contracting with an insurance provider for errors and omissions insurance coverage for each licensee after competitive bidding in accordance with chapter 92, title 67, Idaho Code. The exact premium shall be set by the commission by motion.

(3) Any policy obtained by the commission shall be available to each licensee with no right on the part of the insurance provider to cancel coverage for any licensee.

(4) Each licensee shall have the option of obtaining errors and omissions insurance independently if the coverage contained in an independently obtained policy complies with the minimum requirements established by the commission.

(5) The commission shall determine the terms and conditions of coverage required under the provisions of this section including, but not limited to, the minimum limits of coverage, the permissible deductible and the permissible exemptions.

(6) A licensee seeking to obtain or renew an active license shall certify to the commission that he is in compliance with the insurance requirements of this section. A licensee who elects not to participate in the insurance program administered by the commission shall obtain a certificate of coverage, signed by an authorized agent or employee of the insurance carrier, reflecting proof of insurance meeting the requirements established by the commission. Upon request by the commission the licensee shall produce the certificate for inspection. Requests for certificates shall be sent by first class mail to the licensee's business or residence address as reflected by the commission's records and a copy of the request shall be sent to the licensee's designated broker, if any. A licensee failing to produce a certificate of coverage within thirty (30) days of a request to do so may have his license inactivated by the commission and shall not be entitled to reactivate the license unless and until he provides to the commission a certificate of coverage reflecting proof of insurance meeting the requirements of the commission. Nothing in this subsection shall limit the ability of the commission to investigate or discipline a licensee for failing to maintain insurance while on active status in violation of subsection (1) of this section or for violating any other section of chapter 20, title 54, Idaho Code, or any rule of the commission.

(7) If the commission is unable to obtain errors and omissions insurance coverage to insure all licensees who choose to participate in the insurance program at a reasonable premium, not to exceed two hundred fifty dollars (\$250) per year, per licensee, the requirement of insurance coverage as provided in this section shall be void during the applicable contract period.

54-2014. License Exams.

(1) Exam required. Unless a written certificate of waiver is obtained from the commission and submitted with the application, an individual applicant seeking a primary Idaho real estate license shall take and pass the national portion and the Idaho state portion of an approved exam administered by or through the commission. The license applicant shall take and pass the required portion or portions of the exam within no more than twelve (12) months immediately preceding the date of the license application.

(2) Registration for the exam and exam fee. An individual shall register for the exam in a manner authorized by the commission and shall pay at the time of registration the nonrefundable exam fee in an amount established by motion of the commission, not to exceed one hundred fifty dollars (\$150).

(3) Waiver of national portion of exam. An individual who has obtained a written certificate from the commission waiving the national portion of the exam shall be required to take and pass the Idaho state portion of the exam only. The certificate of waiver and exam fee shall be submitted with the application for exam.

(4) Failure to appear for the exam or to pass the exam. An individual who fails to appear for the exam or to pass the exam may register to take another exam. The individual must register and submit a new exam fee.

(5) The commission shall establish, by motion, fees for the exam which, in its discretion, are sufficient to raise the revenue required to administer the exam. Fees so established shall remain effective from year to year and may be altered only upon motion by the commission.

54-2015. Individuals Actively Licensed in Another State or Jurisdiction Seeking Primary Idaho Licensure.

(1) An individual who is currently and actively licensed as a real estate broker or salesperson in another state or jurisdiction at the time of application for a primary Idaho real estate license shall meet all qualifications listed in section 54-2012, Idaho Code, for the type of license sought, except that the applicant shall not be required to furnish proof of the educational prerequisites described in subsection (1)(h) of section 54-2012, Idaho Code; provided however, an individual applying to be licensed as a designated broker of a business entity or sole proprietorship, or as a branch office manager of a licensed branch office, shall comply with the requirements of section 54-2016, Idaho Code. In addition, such applicant shall provide a current, certified license history from the other licensing state or jurisdiction, which history shall indicate any disciplinary action taken against the applicant's license by the other licensing state or jurisdiction, and the status and standing of the applicant's license in the other state or jurisdiction.

(2) An individual who holds an active license in good standing in another state or jurisdiction may, upon written request to the commission, obtain a certificate of waiver of the national portion of the exam required for Idaho licensure. A request for waiver shall indicate the individual's mailing address to which the commission is to deliver the certificate of waiver. The certificate of waiver shall be submitted with the application for exam as provided in subsection (3) of section 54-2014, Idaho Code.

(3) An individual who is currently and actively licensed in another state or jurisdiction that administers a real estate exam may be issued a primary Idaho license without further exam or proof of educational prerequisites pursuant to written agreement between Idaho and the other state or jurisdiction, provided that such other state or jurisdiction allows the issuance of real estate licenses in substantially the same manner as set forth in this subsection; provided however, an individual applying to be licensed as a designated broker of a business entity or sole proprietorship, or as a branch office manager of a licensed branch office, shall comply with the requirements of section 54-2016, Idaho Code, notwithstanding the terms of the agreement.

54-2016. Primary Idaho Licenses for Legal Business Entities, Sole Proprietorships and Branch Offices - Additional Requirements.

(1) Legal business entities. Each legal business entity, as defined in section 54-2004, Idaho Code, shall be licensed by the Idaho real estate commission to engage in the real estate business in Idaho and shall make proper application, pay all required fees and meet all requirements below:

(a) Each legal business entity shall have a properly licensed individual designated broker, who shall be held responsible for the activities of the licensed entity.

(b) The individual designated broker shall, within three (3) years immediately prior to the designation, satisfactorily complete a commission-approved business conduct and office operations course.

(c) The individual designated broker shall also hold the following legal position within the licensed entity:

- (i) Corporation — an officer;
- (ii) Partnership or limited partnership — a general partner;
- (iii) Limited liability company — a member or manager.

The individual designated broker for any business entity shall have full authority to act on behalf of the licensed business entity and shall submit sufficient and satisfactory proof thereof with the application for license. Such proof shall include a list of the entity's officers, directors, members or managers, as reflected in the minutes, resolutions or other similar business documents of the entity. All acts of that individual as designated broker shall be considered acts of the licensed business entity. Nothing in this section is intended to create liability to a legal business entity for illegal or fraudulent acts by the individual broker performed solely on his own account.

(d) A license issued to a legal business entity, as defined in this chapter, is effective only as long as the individual designated broker's license is in active status and in effect. If the individual so designated has a license refused, revoked, suspended or otherwise made inactive by the commission, or if the individual designated broker voluntarily surrenders the individual license or ceases to be connected with the entity in the manner required above, the business entity shall have ten (10) business days in which to designate another qualified individual as designated broker before the entity's license is terminated, and the licenses of all associated licensees are made inactive.

(e) One (1) individual may act as designated broker for more than one (1) licensed business entity, however, all entities shall have their main offices in the same physical location.

(f) Satisfactory proof of mandatory errors and omissions insurance shall be provided for both the individual designated broker and the licensed business entity.

(g) A legal business entity doing business under an assumed name shall provide satisfactory proof of having legally filed a certificate of assumed name with the Idaho secretary of state.

(2) Sole proprietorships. An individual designated broker not licensed with a legal business entity, as defined in section 54-2004, Idaho Code, shall be licensed as a sole proprietor. Each sole proprietorship seeking a real estate license shall meet all of the following requirements:

(a) A licensed sole proprietor doing business under an assumed business name shall provide satisfactory proof of having legally filed a certificate of assumed name with the Idaho secretary of state;

(b) Satisfactory proof of mandatory errors and omissions insurance shall be provided for the licensed designated broker of a sole proprietorship;

(c) The individual designated broker shall have satisfactorily completed a commission-approved business conduct and office operations course within three (3) years immediately prior to the application for license.

(3) Multiple business names prohibited. A legal business entity or sole proprietorship shall be licensed under only one (1) business name.

(4) Branch offices. Each branch office in which trust funds and original transaction files are maintained shall be separately licensed in accordance with the following:

(a) The designated broker establishing the branch office shall submit an application, along with the required fee for the issuance or renewal of the branch office license.

(b) The designated broker shall designate in the application a branch manager, who shall be an associate broker and who, within three (3) years

immediately prior to the designation, shall have completed a commission-approved business conduct and office operations course, to regularly occupy and be responsible for the supervision of the branch office. When a branch manager is a regular full-time employee or is engaged in a full-time activity at a location other than the place he is licensed to do business, a presumption will be made that the branch manager is unable to responsibly supervise the branch; provided however, the presumption may be overcome by evidence to the contrary which the commission determines to be satisfactory.

(c) A branch manager shall not be licensed to manage more than one (1) branch office at a time.

(d) A license issued to a branch office is valid and in effect only as long as the license of the designated broker remains in active status.

(e) No separate branch office license or manager is required for business locations other than the main office unless trust funds or original transaction records are kept at the branch.

(f) If a separate real estate trust account is maintained for a branch office, all records and related files for that account shall be maintained at the branch office.

(g) Each branch office or business location, whether separately licensed or not, shall conduct business only in the licensed name of the legal entity or sole proprietor.

54-2017. Cooperative Licenses.

(1) An individual who is currently and actively licensed as a real estate broker in another jurisdiction and wishes to work in cooperation with an Idaho real estate broker must submit an application on a form approved by the commission. The application must include:

(a) The name, physical and mailing addresses and telephone number of the out-of-state broker and any out-of-state sales associate employed by the out-of-state broker who will conduct the Idaho transaction;

(b) A current certified license history from the primary state of licensure for each out-of-state broker and out-of-state sales associate named in the application, which history shall indicate any disciplinary action taken against the applicant's license by the other licensing jurisdiction, and the status and standing of the applicant's license in the other jurisdiction;

(c) The name, license number, physical address and verified statement of consent and signature of the Idaho broker with whom the applicant wishes to cooperate;

(d) An irrevocable consent to service from each out-of-state broker and out-of-state sales associate named in the application, appointing the commission's executive director to act as the out-of-state licensee's agent upon whom all judicial and other process or legal notices directed to the licensee that are related to the Idaho transaction may be served, and consenting that any lawful process against the licensee that is served upon the executive director shall be of the same legal force and validity as if served upon the licensee and that the authority shall continue in force as long as any liability remains outstanding in this state. Upon receipt of any such process or notice, the executive director shall immediately mail a copy of the same by certified mail to the last known address of the out-of-state broker or out-of-state sales associate;

(e) Proof of current errors and omissions insurance that complies with the minimum requirements established by the commission, covering all out-of-state licensees for all licensed activities under the provisions of this chapter; and

(f) Applicable license fee, which fee shall be nonrefundable.

(2) A cooperative license is valid for twelve (12) months from the date of issuance, or until the license of the out-of-state broker expires or is inactivated, surrendered, suspended or revoked, whichever occurs first, and may not be renewed. In the event a transaction is not completed within the twelve (12) month period, a new cooperative license application may be submitted.

(3) It is a prerequisite to conducting a cooperative Idaho commercial real estate transaction that out-of-state licenses be maintained on active status. If the license of the out-of-state broker or any out-of-state sales associate named in the cooperative license application expires or is inactivated, surrendered, suspended or revoked, the out-of-state broker shall immediately give written notice to the commission.

(4) An out-of-state broker holding a cooperative license shall notify the commission in writing of any change of physical or mailing address for any out-of-state licensee named in the cooperative license application within ten (10) business days of the change.

(5) If at any time the out-of-state broker or the Idaho broker wishes to terminate the cooperative relationship, written notice of the termination shall be provided to the commission within ten (10) business days of the termination.

(6) When acting under a cooperative license, an out-of-state broker or out-of-state sales associate shall work through the cooperating Idaho broker. The Idaho broker must be in charge of the transaction from beginning to end. Any entrusted moneys received in a cooperative transaction may be handled only by the cooperating Idaho broker in accordance with section 54-2041, Idaho Code.

(7) Each out-of-state broker or out-of-state sales associate, while cooperating with an Idaho broker, is governed by the provisions of this chapter. Any violation of a provision of this chapter by the out-of-state broker or out-of-state sales associate subjects the out-of-state licensee and the Idaho broker to disciplinary action in accordance with this chapter.

(8) An out-of-state broker may cooperate with only one (1) Idaho broker and an Idaho broker may cooperate with only one (1) out-of-state broker per commercial real estate transaction. However, an out-of-state broker may obtain a cooperative license for more than one (1) commercial real estate transaction at a time.

(9) The commission may deny an application for a cooperative license for any reason that is sufficient to deny an application for a license pursuant to this chapter.

54-2018. License Renewals - Inactive Licenses Status - Personal Changes - Effective Dates - Fees Nonrefundable. (See also Rule 400.)

(1) Initial license period. Each new license shall be for a period of one (1) year plus the months up to and including the next birth date of the licensee, not to exceed a period of two (2) years, and shall expire on the ~~last day of the month of the birth date of the licensee~~ birthday of the licensee. A salesperson licensed in this state who applies for and obtains a broker license shall retain the license renewal period and expiration date of his salesperson license. Corporations, partnerships, limited liability companies and other entities defined as "persons" in this chapter shall have established as the equivalent of a birth date, the birth date of its designated broker in accordance with the provisions of section 67-2614, Idaho Code. Licensed branch offices shall have established as the equivalent of a birth date, the birth date of the designated broker for the branch office.

(2) License renewal. Each license shall be renewable ~~for a period of two (2) years by timely submitting a completed application. Applications must be received at the commission office on or before 5 p.m., mountain time, of the expiration date~~ in accordance with the provisions of section 67-2614, Idaho Code.

(a) If renewing an active license, the application shall include:

(i) Certification that the applicant has met the commission's continuing education requirements as set forth in section 54-2023, Idaho Code;

(ii) Certification that the applicant has met the mandatory errors and omissions insurance requirement for real estate licensees as set forth in section 54-2013, Idaho Code; and

(iii) Payment of all renewal fees established by this chapter or by the commission.

(b) If renewing an inactive license, the application shall include payment of all renewal fees established by this chapter or by the commission by rule.

(3) Late renewal. If the licensee fails to submit a completed application for renewal or pay the renewal fee on or before the expiration date, the commission may accept a later application or payment of the fee, subject to such conditions as the commission may require including, but not limited to, the assessment of a late fee; provided that between license expiration date and the date of renewal of the license, the rights of the licensee under such license shall be expired, and during such period of expiration it shall be unlawful for any licensee to do or attempt to offer to do any of the acts of the kind and nature described in the definitions of real estate broker or real estate salesperson in section 54-2004, Idaho Code, in consideration of compensation of any kind or expectation thereof. An expired license that is not renewed within one (1) year of the expiration date shall be automatically terminated by the commission and may not be renewed.

(4) Active and inactive license status. A licensee who is a designated broker or associated with a designated broker shall hold an active license. A licensee who has paid all applicable fees, who is not associated with a designated broker and who holds a current license that is not revoked, suspended or terminated shall hold his license on inactive status. A licensee seeking to change from active license status to inactive license status shall have the broker submit a change of status application to the commission in the form and manner approved by the commission. During the period that his license is inactive, the licensee shall not engage in the business or act in the capacity of real estate broker, associate broker or salesperson. However, an inactive licensee may receive a referral fee for any referral made during the period his license was active. A licensee may activate an inactive license by meeting each of the following:

(a) If activating as a sales associate, associating with a designated Idaho broker and having the broker submit an application in the form and manner approved by the commission;

(b) If activating as a designated broker, establishing an office in the manner required by this chapter and submitting an application in the form and manner approved by the commission;

(c) Paying any required fees;

(d) Obtaining and maintaining a policy of errors and omissions insurance as required by section 54-2013, Idaho Code, and in accordance with the rules of the commission and certifying the same; and

(e) Successfully completing any continuing education requirements, as prescribed in section 54-2023, Idaho Code, and certifying the same for the current license period.

(5) Continuing education. A licensee shall not submit an application to renew a license on active status or to activate an inactive license without having obtained the continuing education credit hours required by section 54-2023, Idaho Code. A licensee who violates this subsection (~~5~~) shall be subject to disciplinary action by the commission.

(6) Time required. The commission may request satisfactory proof of continuing education compliance from any licensee who has certified to the

commission that he has completed the requirement. The request shall state the time within which the proof must be received at the commission office, which time shall not be less than ten (10) business days.

(7) Satisfactory proof. Upon request from the commission, the licensee shall submit satisfactory proof of having met the continuing education requirement set forth in section 54-2023, Idaho Code. "Satisfactory proof" shall, for each course, consist of documentation:

(a) Identifying the licensee, the title of the course, the course certification number, the course provider, the number of classroom hours, the completion date of the course, and including:

(i) A transcript of the course taken;

(ii) A letter from the provider verifying successful completion of the course; or

(iii) A course completion certificate; and

(b) Identifying the course certification approval number to establish that the course is approved for continuing education credit as provided by section 54-2023, Idaho Code. The commission may, in its sole discretion, accept alternative documentation establishing that the course is approved for credit.

(8) Failure to submit proof. A licensee failing to submit satisfactory proof of completing the continuing education requirement after being requested to do so by the commission may have his license inactivated by the commission and shall not be entitled to reactivate the license unless and until he provides to the commission satisfactory proof that he meets the continuing education requirements of section 54-2023, Idaho Code. Nothing in this section shall limit the ability of the commission to investigate or discipline a licensee for violating subsection (5) of this section or for violating any other section of this chapter.

(9) Change in personal information. An individual licensee, whether active or inactive, shall provide written notice to the commission, in the form and manner approved by the commission, of any change of his personal name, address of personal residence or personal telephone number. Notice shall be provided within ten (10) business days of the change. If the licensee has changed his personal name, he shall also submit legal proof of the change and, if an active licensee, he shall have the broker submit the written notice of change to the commission.

(10) Issuance of the license and effective dates. A real estate license shall be deemed issued, and any requested license changes shall become effective, when the completed application, attachments and any required fee are received at and approved by the commission. An application that is incomplete or lacking the required fees shall be returned to the applicant and no license shall be issued until a completed application and all required fees are received at and actually approved by the commission. A brokerage is not required to obtain, display or possess a physical license certificate as evidence of the individual's active licensure; however, the commission may make license certificates available for a fee as authorized by this chapter. A brokerage shall not display or otherwise make available to the public a license certificate for any individual who does not hold an active license with the brokerage.

(11) Fees nonrefundable. No licensee shall be entitled to a refund of any fee after the license or license change has become effective.

54-2019. Denial of License Applications.

(1) The commission may deny any license application, including an application for license renewal, upon the commission's determination of any of the following:

(a) The applicant does not possess all of the qualifications required for the license sought;

(b) The applicant employed fraud, deception, misrepresentation, misstatement or omission or any unlawful means in applying for a license or taking the exam;

(c) Within the five (5) year period immediately preceding the application, the applicant committed any act for which a real estate license in Idaho may be revoked or suspended;

(d) Payment of any licensing fee by check that is returned by the banking institution due to insufficient funds, unless the reason for not paying of the check is the fault of the banking institution, or by any other type of insufficient payment; or

(e) There exist any other specific facts about the applicant that cause the commission to reasonably conclude that granting the applicant's request for Idaho licensure is not in the best interests of the citizens of the state of Idaho.

(2) Where any of the facts referenced above warranting denial of the application are not discovered or determined by the commission until after the license has been issued, such facts may be grounds for the inactivation, expiration, termination, suspension or revocation of the license.

54-2020. Fees. (See also Rule 100.)

The Idaho real estate commission shall establish fees that, in its discretion, are sufficient, when added to the other fees authorized by this chapter, or any other law or rule, to raise that revenue required to administer the provisions of this chapter.

The commission shall assess the following fees, in addition to any other fees established in this chapter or by rule, provided that all fees established by administrative rule of the commission shall remain effective from year to year unless changed through the rulemaking process prescribed in chapter 52, title 67, Idaho Code:

(1) For each year or portion thereof for which an active or inactive license or cooperative license is issued or renewed, a license fee in an amount not to exceed one hundred fifty dollars (\$150), the exact fee to be established by administrative rule of the commission.

(2) A tuition or registration fee for real estate education courses, course materials and any course exam fee. These fees shall be established based upon the total annual costs involved in the provision of all real estate education courses, course materials and course exam fees;

(3) A late license renewal fee in an amount not to exceed twenty-five dollars (\$25.00), the exact fee to be established by administrative rule of the commission;

(4) For the printing of a license certificate, a fee in an amount not to exceed fifteen dollars (\$15.00), the exact fee to be established by administrative rule of the commission;

(5) A fee in the amount allowed by law for insufficient funds checks or other types of insufficient payment;

(6) For the compilation of each certified copy of a licensee's education history or license history, a fee in an amount not to exceed ten dollars (\$10.00), the exact fee to be established by administrative rule of the commission;

(7) For issuance or renewal of a branch office license, a fee in an amount not to exceed fifty dollars (\$50.00), the exact fee to be established by administrative rule of the commission;

(8) An application fee for the certification and recertification of each real estate education provider, instructor or course as follows:

(a) For providers, an application fee in the amount of seventy-five dollars (\$75.00) for initial certification and fifty dollars (\$50.00) for recertification;

(b) For instructors, an application fee in the amount of fifty dollars (\$50.00) for initial certification and twenty-five dollars (\$25.00) for recertification;

(c) For courses, an application fee in the amount of fifty dollars (\$50.00) for initial certification and twenty-five dollars (\$25.00) for recertification. Provided however, that lower fee amounts may be established by administrative rule of the commission.

54-2021. Occupational Licenses Fund - Receipts and Disbursements.

All fees, charges, and fines received by the board under the provisions of this chapter shall be deposited in the state treasury to the credit of the occupational licenses fund, and all costs and expenses incurred by the board under the provisions of this chapter shall be a charge against and paid from the fund for such purposes. The funds collected under this chapter shall be immediately available for the administration of this chapter, the provisions of any other law notwithstanding. Moneys in the fund may be expended by the commission for the promotion and improvement of the real estate profession, the advancement of education and research in the field of real estate, including but not limited to courses sponsored by the commission or in conjunction with any university or college in the state or contracting for a particular research project in the field of real estate, and the promotion and advertising of the state of Idaho.

54-2022. Real Estate Education – Prelicense Requirements.

(1) Except as provided in section 54-2015, Idaho Code, an applicant seeking a primary Idaho license as a real estate salesperson, broker or associate broker shall furnish satisfactory proof to the commission that the applicant has successfully completed current commission-approved and accredited courses of real estate study as follows:

(a) Salesperson’s license. For a salesperson’s license, the applicant shall complete a total of ninety (90) classroom hours;

(b) Broker’s or associate broker’s license. Applicants seeking a broker’s or associate broker’s license shall, in addition to meeting the requirements for a salesperson’s license, successfully complete specified courses in advanced real estate study, for a minimum of ninety (90) additional classroom hours.

(2) Each applicant shall successfully complete all prelicense real estate courses within no more than three (3) years prior to the date of the license application. However, upon written request for special consideration by the license applicant, the commission may waive or modify the three (3) year requirement at its discretion, based on the applicant’s experience or additional education. Each waiver request shall be submitted with a current certified license history from Idaho or the applicant’s other licensing jurisdiction, which history shall indicate all disciplinary actions taken against the applicant’s license and the status and standing of such license in such licensing state or jurisdiction, along with sufficient proof of education completion.

(3) To receive credit for prelicense real estate courses, a student must regularly attend and complete the course, and such course must meet all requirements set forth in section 54-2036, Idaho Code.

(4) No credit will be given for courses taken for audit.

(5) Credit for completion of approved prelicense education coursework will not be granted when the content of a course repeats that for which credit has been previously received.

(6) Upon written request from a license applicant, the commission may waive or modify one (1) or more prelicense course requirements based upon the applicant's satisfactory completion of similar real estate courses in Idaho or another state or jurisdiction. The request for waiver shall be accompanied by an official transcript from the institution that provided the course of instruction, along with a description of the subjects covered in the course and the number of classroom hours involved in the instruction. "Satisfactory completion" means the applicant regularly attended the course and received a final grade of "C" or better.

54-2023. Continuing Education Requirements. (See also Rule 150.)

(1) Each licensee applying to renew an Idaho broker or salesperson license on active status, and each Idaho broker or salesperson applying to change from inactive to active license status after having renewed the license on inactive status, shall successfully complete two (2) commission core courses, plus twelve (12) classroom hours of continuing education credit. If the inactive licensee is within the initial licensing period, no continuing education is required to change to active license status. Provided that:

(a) Salesperson – First active renewal or activation. To renew an Idaho salesperson license on active status for the first time, or to change from inactive to active status for the first time after the expiration of the initial license period, a salesperson shall complete two (2) commission core courses, plus the post license course.

(b) Inactive broker activating as a designated broker or branch manager. To activate as a designated broker or branch manager, a broker on active status shall, in addition to meeting the continuing education requirements of this subsection, have completed a commission-approved business conduct and office operations course within three (3) years immediately prior to the license activation.

(2) Credits used to reactivate license. Continuing education credit hours applied to activate an inactive license are considered "spent" and may not thereafter be applied toward the continuing education requirements for subsequent license renewal.

(3) No duplicate credit. No licensee may obtain continuing education credit for completing:

(a) Any core course curriculum for which the licensee has previously received continuing education credit; or

(b) Any course curriculum for which the licensee has received continuing education credit in the same license period.

(4) Excess credits. The classroom hours shall apply to the license period in which such course is completed; hours completed in excess of those required for the license period shall not accumulate or be credited for the purposes of subsequent license renewal periods.

(5) Commission-ordered education. No licensee shall obtain continuing education credit for education ordered by the commission as part of a disciplinary action.

(6) Obtaining continuing education classroom hours. In order to obtain continuing education classroom hours, a licensee must:

(a) Successfully complete a commission-approved continuing education or post license course;

(b) Attend a regularly-scheduled meeting of the commission from the time the meeting is called to order until the meeting is adjourned or until the licensee is excused by the commission chairperson. A maximum of four (4) hours for this activity shall be credited for any one (1) meeting in any one (1) license period;

(c) Successfully complete a commission-approved broker prelicense course. Continuing education credit may be obtained for retaking the same broker prelicense course only if completed after three (3) years of completing the previous course; or

(d) Provide to the commission a transcript or course completion certificate of successful completion of any of the following courses without commission preapproval of the curriculum, instructors or providers:

(i) Professional designation courses. Any course developed by national professional organizations that is required in order to earn professional designations from a national organization in specialized areas of licensed real estate practice;

(ii) Courses accredited by another profession or jurisdiction. Any course approved by and offered in satisfaction of another professional or occupational licensing authority's education requirements, if the commission determines that the course is within the approved topic areas established by the commission and if the course otherwise meets commission standards for course certification including distance learning and minimum classroom hour requirements; or

(iii) Courses offered by an accredited college or university. Any course offered in satisfaction of a degree requirement by an accredited college or university if the commission determines that the course is within the approved topic areas established by the commission.

(e) If a certified course instructor, teaches a live course for which continuing education credit may be obtained. Credits shall be granted for the number of classroom hours taught.

(7) Licensee duty to keep satisfactory proof. The licensee shall keep satisfactory proof of having completed the continuing education requirement and shall submit such proof at the request of the commission as provided in section 54-2018, Idaho Code.

(8) Provisional license — Extension of time. A three (3) month extension of time for completing the education requirements may be obtained by submitting with the renewal application, or application to activate, satisfactory evidence showing that the applicant was unable to comply with such education requirements. Such evidence shall be:

(a) Bona fide hardship preventing completion of the reinstatement requirements of an inactive license;

(b) Health reasons preventing attendance or completion; or

(c) Other compelling cause beyond the control of the applicant while engaged in the real estate business. If such an extension is granted, the licensee shall receive a provisional license for a period of time not to exceed three (3) months. No further extension of time may be granted. A license issued or renewed after an extension of time has been granted shall retain the original license expiration date. Failure to satisfy the continuing education requirement within the time granted shall result in the automatic inactivation of the license.

54-2024. Purpose of Certification.

It is the intent of this chapter that delivery of high quality real estate education to licensees and to those seeking to become licensed in the state of Idaho is a necessary and reasonable way to protect the citizens, businesses and public interests in Idaho. Therefore, the commission shall create and maintain a certification program for real estate education providers, instructors and course content.

54-2025. Certification Requirements.

(1) Certification required. Except as otherwise provided in section 54-2023(6)(d), Idaho Code, certification must be obtained by all course providers, instructors teaching any course other than a continuing education elective course, and for all course content in order for the course to be credited toward prelicense or continuing education requirements in Idaho under this chapter.

(2) Courses, instructors and providers monitored. The commission or its representative may monitor any course for the purpose of course, instructor or provider certification.

(3) If the commission at any time determines that an instructor, course or provider is not meeting the requirements for continued commission approval or certification, written notification detailing the deficiencies requiring correction shall be made immediately to the appropriate person. The commission shall take no action to withdraw the certification for thirty (30) days from the date of the written notice. At the expiration of this period, if the deficiencies have not been corrected to the commission's satisfaction, the commission may take action to withdraw certification. Withdrawal of certification shall be governed by the Idaho administrative procedure act, chapter 52, title 67, Idaho Code, and the rules of the commission.

54-2026. Certification of Course Providers.

(1) Degree-granting institutions. Degree-granting, accredited colleges and universities in any state or jurisdiction shall be deemed to be approved course providers in Idaho. However, course content must still be approved for the real estate education course to receive credit toward prelicense or continuing education licensing requirements in Idaho.

(2) Other course providers. All other course providers desiring to offer real estate courses for credit toward Idaho prelicense or continuing education requirements must first meet the following qualifications and receive certification. Each applicant seeking certification as a course provider shall comply with the following:

(a) File an application for certification in the form and manner required by the commission, along with proper fees, at least two (2) months prior to contemplated date of opening or first accredited course offering;

(b) Designate a "director" or "individual in charge," who shall be responsible for the course provider's operation and its real estate courses, and with whom the commission may communicate. Unless this requirement is waived upon special review of the commission in the manner stated below, the individual in charge shall:

(i) Not have had a real estate or other professional or occupational license suspended or revoked for disciplinary reasons or have been refused a renewal of a license issued by the state of Idaho or any other state or jurisdiction;

(ii) Not have been convicted, issued any fine, placed on probation, received a withheld judgment, or completed any sentence of confinement for or on account of any felony or a misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing in a court of proper jurisdiction; and

(iii) Have attended a commission-approved provider training within the two (2) years immediately preceding the designation.

The failure of the provider to have in place a designated individual meeting the qualifications required by this subsection shall be grounds for the commission to withdraw or cancel the provider's certificate as provided in section 54-2025(3), Idaho Code;

(c) File a properly executed “irrevocable consent to service of process” in the manner and form prescribed by the commission and in substantial accordance with section 54-2012(1)(k), Idaho Code. The commission, in its discretion, may make such additional investigation and inquiry relative to the applicant for provider certification as it deems advisable and, if good cause exists, may deny or accept the application for certification.

54-2027. Duties and Requirements of All Certified Course Providers. (See also Rule 150.)

Failure of a certified course provider to comply with the following duties and requirements shall be grounds for the commission to withdraw or cancel the provider’s certification for cause.

(1) Discrimination prohibited. Each certified course provider shall at all times be in compliance with state and federal laws, rules and regulations regarding all aspects of equal opportunity and protection of civil rights. No course provider shall engage in discriminatory practices, nor allow their course instructor, or method of delivery to violate laws prohibiting discrimination. Each course provider will fully comply with any requirements of the Americans with disabilities act regarding access to and delivery of its courses, including the provision of accessible facilities and reasonable accommodations for students.

(2) Open access to course offerings. Registration and attendance at all certified courses offered for credit toward the education requirements of this chapter shall be open to all persons meeting normal course prerequisites; provided however, a certified course provider located in or affiliated with a licensed real estate brokerage company or professional association may refuse access to any licensee or unlicensed person based on that licensee’s or unlicensed person’s affiliation with another organization or brokerage company, or the licensee’s or unlicensed person’s membership status in any professional organization unless such course provider has received financial support from the commission for its particular course offering. Nothing in this section shall restrict a course provider from charging a separate and reasonable course fee to nonaffiliated or nonmember licensees or unlicensed persons.

(3) Disclosure of fees. All fees charged to a student by a course provider shall be specified separately in writing. If additional fees are charged for supplies, materials or books required for coursework, such fees shall be itemized by the provider and, upon payment of such fees, the supplies, materials or books shall become the property of the student. All fees and the manner in which they are to be paid shall be stated in a student contract, in a form approved by the commission. The student contract shall expressly include the provider’s policy regarding the return of fees in the instance where the student is dismissed or voluntarily withdraws from the course.

(4) Facilities and supportive personnel. The provider shall provide the facilities and all supportive qualified personnel or approved proctors necessary to adequately implement its real estate program.

(5) Student records and other requirements. Each Idaho certified course provider shall comply with the following requirements:

(a) Records. For each individual student, create and retain for a period of five (5) years, a complete, accurate and detailed record which shall include the total number of hours of instruction undertaken and satisfactorily or unsatisfactorily completed in the area of study;

(b) Course completion lists. Within five (5) business days after conclusion of each course of instruction, the provider shall submit to the council or commission, in the form and manner designated by the commission, a list that

shall include the legal names and social security numbers or, if licensed, the license numbers, of the students completing the course of instruction, the name of the course, the name of the instructor, the number of hours included in the course, the date of the course and the location. The list shall be certified by the instructor from whom the students received instruction and an authorized representative of the provider;

(c) Grades. The provider will provide written notification to students who successfully or unsuccessfully complete a course within thirty (30) days of the course completion date;

(d) Evaluations: Upon the conclusion of each course, the provider shall collect written evaluations from students for the course and instructor, using an evaluation form approved by the commission. The provider shall keep such evaluations for a period of one (1) year from the course completion date. Upon written request from the commission, the provider shall submit either the student evaluations for the course and instructor, or a written summary of those evaluations using a form approved by the commission; and

(e) Course schedules. Each provider shall submit schedules of courses and instructors as requested by the commission and submit changes promptly as they occur. Whenever there is a change in a course including, but not limited to, a change in curriculum, course length or instructor, the provider shall promptly notify the commission in writing of the change.

(6) Instructors. A certified provider may offer a continuing education elective course without obtaining approval or certification for the course instructor; provided however, the provider shall take reasonable steps to ensure that the instructor is competent to teach the course and shall maintain resumes or other biographical information that documents the qualifications of the instructor. The provider shall make such documentation available to the public and commission upon written request. A course provider shall not offer for credit any course that is being taught below the minimum teaching standards established by the commission or that is being taught in a manner that is detrimental to the purpose of educating licensees.

(7) Posting and recording fees. The commission may require that course providers pay to the commission a nonrefundable posting and recording fee to defray normal expenses incurred in maintaining the certificate program. The fee amount shall be established by the commission by motion.

(8) Advertising restrictions:

(a) Providers may advertise that they are currently certified by the commission, if current certification has been approved, but no such advertising may state or imply that the provider is an agency of the commission or the council;

(b) No course provider shall provide any information to the public or to prospective students which is misleading in nature. Information is misleading when, taken as a whole, there is distinct probability that it will deceive the persons whom it is intended to influence.

(9) Changes in certification. Certification shall be granted to the particular provider for the specific ownership, provider location, and named individual in charge as designated in the application for certification. Any changes in ownership, provider location, or provider name, or named individual in charge must be submitted for approval to the commission, at least one (1) month in advance of the effective date of the proposed changes.

54-2028. Term of Provider Certification and Renewal.

(1) Each course provider's certification issued by the commission shall be for a term of up to one (1) year and shall expire annually on June 30.

(2) In order to maintain certification, each provider shall:

(a) Return a properly completed renewal application on a form provided by the commission, along with all necessary attachments and renewal fees to the commission office prior to the expiration date for commission approval; and

(b) Certify that its designated director or person in charge has, within the past two (2) years, attended a commission-approved provider training.

(3) Recertification is not effective until the commission has formally approved the application for renewal.

(4) Failure to obtain approved renewal of certification prior to its expiration date will result in no credit being given for courses not yet successfully completed by the expiration date.

54-2029. Notice of Potential Expiration of Certification.

Certified providers who have not applied for renewal of certification or whose renewal applications do not meet the qualifications for renewal of certification shall be notified by the commission of potential termination at least fifteen (15) days before termination occurs.

54-2030. Expiration or Withdrawal of Provider Certification – Notice to Students.

If a provider's certification expires, is terminated or is withdrawn for any reason, the provider will no longer be approved by the commission, and no credit will be given to students for any courses not yet successfully completed by the expiration date. A provider whose certification has expired, been terminated or withdrawn for any reason shall immediately notify every present or future student in writing that it is not a certified provider of approved real estate courses in Idaho and that no credit for prelicense or continuing education will be given for its courses.

54-2031. Withdrawal of Idaho Certification for Cause – Process.

The commission may withdraw a provider's certification at any time, for cause, including the violation of any provision of this chapter by the provider or those for whom the provider is responsible. Any withdrawal of certification shall be governed by the Idaho administrative procedure act, chapter 52, title 67, Idaho Code, the rules of practice and procedure of the Idaho real estate commission, this chapter and all laws of the state of Idaho.

54-2032. Certification of Instructors.

All individuals wishing to teach real estate courses for credit toward prelicense, post license or the commission continuing education core course requirements in Idaho must first be approved or certified by the commission for each course the individual wishes to teach.

54-2033. Instructor Qualifications.

(1) Qualified instructors at degree-granting institutions. A qualified or full-time instructor or professor of an accredited college or university in any state or jurisdiction and who teaches real estate-related courses is deemed to be an approved instructor of such courses, in Idaho, for the purposes of this chapter.

(2) Other instructor applicants. All other individuals wishing to teach any real estate courses for credit toward Idaho prelicense requirements, including the business conduct and office operations course, or the post license or the commission continuing education core course requirements, must first meet the following additional qualifications and receive separate certification for each course to be taught:

(a) Unless this requirement is waived upon special review of the commission in the manner stated below, no individual instructor seeking certification may have had a real estate or other professional or occupational license suspended or revoked for disciplinary reasons or have been refused a renewal of a license issued by the state of Idaho or any other state or jurisdiction. Further, the individual may not have been convicted, issued any fine, placed on probation, received a withheld judgment, or completed any sentence of confinement for or on account of any felony, or any misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing, in a court of proper jurisdiction. The failure of a certified instructor to maintain the qualifications required by this subsection shall be grounds for the commission to withdraw or cancel the instructor's certificate as provided in section 54-2025(3), Idaho Code.

(b) Each applicant for certification shall also:

(i) Submit a completed application for instructor certification in the form and manner required by the commission, with all required fees;

(ii) File an executed "irrevocable consent to service of process" in the manner and form prescribed by the commission and according to section 54-2012(1)(k), Idaho Code;

(iii) Qualify as at least one (1) of the following:

1. An attorney at law actively licensed in any state or jurisdiction with at least five (5) years of active practice in the areas of study proposed to be taught, and who has also successfully completed a commission-approved instructor training course or procedure, including an assistant teaching period;

2. An individual currently approved or certified and in good standing as a real estate instructor for the same or similar course material in any other state or jurisdiction;

3. An individual who is appointed to teach a nationally recognized real estate course which is generally accepted in other states or jurisdictions; or

4. An individual with at least five (5) years active real estate-related experience who has also successfully completed a commission-approved instructor training procedure, including an assistant teaching period.

(3) Instructor teaching standards. An instructor certified to teach any real estate course for credit toward the requirements of this chapter shall comply with the minimum teaching standards established by the commission. A certified instructor shall not teach the course in a manner that is detrimental to the purpose of educating licensees.

54-2034. Special Consideration – Discretion of the Commission.

The commission may, in its discretion, make such additional investigation and inquiry relative to the applicant for instructor certification as it shall deem advisable, and if other good cause exists, may deny or accept the application for certification. Based upon an applicant's educational background, experience in related activities, or a review of the applicant's evaluations as an assistant teacher, the commission may modify the requirements for instructor certification; such modification may include reducing the requirements or assigning additional requirements for certification.

54-2035. Term of Instructor Certification and Renewal.

(1) Certification. Each instructor certification issued by the commission shall be for a term of up to ~~one (1) year~~ two (2) years and shall expire ~~annually on June 30 on the birthday of the certificate holder.~~

(2) Recertification.

(a) In order to be recertified, each instructor shall:

(i) Return a completed recertification application on a form provided by the commission, along with all necessary attachments and fees, to the commission office prior to the expiration date for commission approval;

(ii) Demonstrate the ability to adequately teach the course. The ability to adequately teach shall be determined by the commission based upon any or all of the following:

1. Evaluations received from students;

2. Direct observation of the instructor's teaching performance by a commission representative; or

3. Review of the outline and reference materials provided for the course; and

(iii) Have attended a commission-sponsored instructor development seminar or received other acceptable training in methods of teaching adults during the preceding two (2) years.

(b) Recertification shall not be effective until the commission formally approves the application for renewal. An instructor's failure to obtain approved recertification prior to the expiration of the certification will result in no credit being given for any course taught by the instructor whose certification has expired prior to conclusion of the course.

54-2036. Certification of Courses and Course Content.

Every real estate course offered for prelicense or continuing education credit for an Idaho real estate license shall first be certified and accredited by the Idaho real estate commission.

(1) An application for course certification must be submitted in the form and manner required by the commission, with the required fees, at least two (2) months prior to the contemplated date of the first course offering.

(2) Minimum requirements for course certification:

(a) Each course must be certified individually, offered only through a provider certified or approved in Idaho, and taught by an instructor certified or approved in Idaho in accordance with this chapter.

(b) Each continuing education course must contain at least one (1) classroom hour.

(c) Exam time shall not be included as approved classroom hours of instruction.

(d) A classroom hour is defined as a period of at least fifty (50) minutes of actual instruction.

(e) Distance learning courses. The design and delivery of each distance learning course shall be certified by the association of real estate license law officials or by another institution whose certification standards are deemed equivalent by the commission. The credit hours for a certified distance learning shall be based upon the same number of hours that would be credited for an equivalent live course and must include a commission-approved assessment.

(f) Each prelicense course must include a commission-approved final exam requiring a minimum passing score of seventy percent (70%).

(g) Continuing education course exam. A licensee may receive continuing education course credit without having to take or pass an exam if the licensee personally attends the entire live presentation of an approved course.

(h) Exam retake policy. Each certified course provider may, at its option, allow students who complete a course and then fail the course exam one (1) opportunity to retake the approved course exam within the following time periods:

(i) Prelicense course exam retakes must occur within one (1) month of the original course exam;

(ii) Continuing education course exam retakes must occur within that course's certification period;

(iii) If a student fails the retake exam for any prelicense or continuing education course, the student must repeat the entire course and pass the final exam to receive credit.

(i) Challenge exams. Except where the prelicense requirements have been waived or modified by the commission pursuant to section 54-2002(6), Idaho Code, a student shall not earn credit for any prelicense course by challenging and passing the course exam without otherwise completing all course requirements.

(3) Approved topics. The commission shall establish specific, approved topics for course content for prelicense courses and continuing education courses as it deems appropriate to current real estate practices and laws.

54-2037. Term of Course Certification and Renewal.

Each course certification issued by the commission shall be for a term of two (2) years. The exact expiration date will be shown on the course certificate. In order to maintain certification a course provider, for each course, must return a properly completed renewal application on a form provided by the commission, along with all necessary attachments and renewal fees to the commission office prior to the expiration date and within sufficient time for commission review and approval. Recertification is not effective until the commission has formally approved the application for renewal. Failure to obtain approved renewal of certification prior to its expiration date will result in no credit being given for a course if its certification has expired prior to conclusion of the course.

54-2038. Designated Broker – General Responsibilities – Broker Price Opinions.

The requirement that each brokerage company be maintained and conducted in compliance with the Idaho real estate license law and the Idaho real estate brokerage representation act is the responsibility of its designated broker. The designated broker is responsible for the actions of its licensees and associated unlicensed persons performed within the course and scope of their employment or agency, regardless of the location of the company's business or where representation is conducted.

(1) A designated broker is required to:

(a) Supervise and control, in the manner required by law and rule, all office locations, and the activities of all licensees and unlicensed persons associated with that brokerage company or for whom that designated broker is responsible;

(b) Review and approve all real estate agreements including, but not limited to, those related to listing, selling or purchasing property and brokerage representation agreements;

(c) Be reasonably available to manage and supervise the brokerage company during regular business hours and will maintain adequate, reasonable, and regular contact with sales associates engaged in real estate transactions so as to prevent or curtail practices by a licensee that would violate any provision of this chapter; and

(d) Be reasonably available to the public during business hours in order to discuss or resolve complaints and disputes that arise during the course of real estate transactions in which the designated broker or his sales associate is involved.

(2) A broker who is otherwise qualified to do business in Idaho, but is not able to manage and supervise according to this section, may be licensed as a “limited broker” in Idaho and shall not have any sales associates licensed under that broker.

(3) An actively licensed salesperson or broker may, in the ordinary course of business, give an opinion of the price of real estate for the purpose of a prospective listing or sale. Only an actively licensed broker or associate broker may prepare and render a broker price opinion, as defined in this chapter. An associate broker who prepares and renders a broker price opinion shall notify the designated broker, and the associate broker may not accept any fee except through the designated broker. Any licensee who renders a price opinion that does not comply with this subsection or with the requirements of section 54-4105, Idaho Code, is subject to discipline by the commission.

(4) A designated broker shall not allow any person who is not properly licensed to represent that broker as a sales associate, or otherwise, in any real estate business activities requiring a real estate license. “Properly licensed” means a license or a change in license that has been made effective by the commission.

54-2039. Broker and Branch Manager.

(1) Each real estate brokerage company must have a legally qualified individual acting as designated broker at all times. Each branch office licensed under section 54-2016(4), Idaho Code, shall have, at all times, a legally qualified individual acting as branch manager.

(2) Change of broker in business entity. A license issued to a legal business entity, as defined in this chapter, is effective only as long as the individual designated broker’s license is in active status and in effect. If the individual so designated has a license refused, revoked, suspended or otherwise made inactive by the commission, or if the individual designated broker voluntarily surrenders the individual license or ceases to be connected with the entity in the manner required in this chapter, the business entity shall have ten (10) business days in which to designate another qualified individual as designated broker before the entity’s license is terminated, and the licenses of all associated licensees are made inactive.

(3) Effective date of changes. No change in designated broker shall be effective until written notice is received and approved by the commission, in the form required.

(4) Failure to comply — Original broker to remain responsible except in the case of revocation. Where a licensed brokerage company fails to comply with this section and its office is closed, or during any period where the designated broker has left the brokerage company and no new broker has been designated to act for the company, the original designated broker shall remain responsible for trust account funds, pending transactions and records in the manner described in sections 54-2041 through 54-2049, Idaho Code. However, if the license of the original designated broker of the brokerage company is revoked, the license of that brokerage company shall be made inactive and its office closed until the company designates another qualified individual to act as broker.

54-2040. Main Office or Business Location.

(1) Definite location required. Each individual licensed as a designated real estate broker under the provisions of this chapter shall be required to have and maintain a definite, physical place of business, which place shall serve as his main office for the transaction of business and be regarded for the intent and purpose of this chapter as his principal place of business. Notice in writing shall be given

to the commission of any change by the broker of the business name, location, or mailing address. No other location may be used as a main office location until proper notice is acknowledged by the commission. A change of business name or location without notification to the commission shall automatically inactivate the license previously issued. The broker shall also notify the commission in writing of any change in the business telephone number. A designated broker is not required to obtain, display or possess a physical license certificate as evidence of the business's licensure; however, the commission may make license certificates available for a fee as authorized by this chapter. The broker shall not display or otherwise make available to the public any license certificate bearing a former business name or former location.

(2) Broker for more than one business. A qualified individual may be the designated broker for more than one (1) licensed real estate business entity only if all licensed businesses operate their main offices at the same physical location.

(3) Brokers sharing same business location. More than one (1) individually licensed broker may operate an office at the same address only if each broker operates under a business name which clearly identifies the broker as an individual within the group of brokers, and each broker shall maintain his or her records and trust accounts separate from all other brokers.

(4) Business name. A broker shall not conduct business under any name other than the one in which the license is issued.

(5) Lending license prohibited. A broker shall not lend or permit the use of the broker's license, whether for compensation or not, to enable anyone licensed or unlicensed to, in fact, establish or carry on a business for which a real estate broker's license is required, wherein the broker does not actively manage and have full control. In like manner, a salesperson shall not use another person's broker's license, whether for compensation or not, to establish or carry on a business for which a broker's license is required, nor to manage and control the office, except as allowed by section 54-2016(4), Idaho Code.

54-2041. Trust Account and Entrusted Property.

(1) A licensed Idaho real estate broker shall be responsible for all moneys or property entrusted to that broker or to any licensee representing the broker. For purposes of this section, moneys or property shall not be considered entrusted to the broker or to any licensee representing the broker when the parties to the transaction have instructed the broker or its licensees, in writing, to transfer such moneys or property to a third party, including, but not limited to, a title, an escrow or a trust company if upon transfer, the broker or its licensees have no right to exercise control over the safekeeping or disposition of said moneys or property.

(2) Unless otherwise instructed by the parties in writing to deposit entrusted moneys on a later day, immediately upon receipt, the broker shall deposit entrusted moneys in a neutral, qualified trust fund account pursuant to section 54-2042, Idaho Code, and shall properly care for any entrusted property.

(3) Only moneys relating to a regulated real estate transaction may be deposited in the broker's real estate trust fund account. Entrusted moneys shall not be commingled with moneys of the broker, firm or agent, except for that minimum amount that may be required to open and maintain the trust account or as otherwise allowed by subsection (7) of section 54-2042, Idaho Code.

(4) A licensed real estate broker shall not be responsible for depositing moneys into the broker's real estate trust account, nor responsible for creating a real estate trust account with an approved depository as set forth in section 54-2042, Idaho Code, when the parties to the transaction have instructed the broker or its licensees, in writing, to transfer such moneys to a third party, including, but not limited to, a title, an escrow or a trust company. Provided however, a broker

shall be responsible for maintaining a record of the time and date that said moneys or property was transferred from the broker to a third party.

(5) The real estate broker shall remain fully responsible and accountable for all entrusted moneys and property until a full accounting has been given to the parties involved.

54-2042. Creation of Noninterest-Bearing Trust Accounts – Requirements.

A broker may establish one (1) or more real estate trust accounts but each account must meet all requirements of this chapter, including the following:

(1) Each trust account must be established at an approved depository and must be noninterest-bearing, except as allowed in section 54-2043, Idaho Code, or as otherwise may be provided by law. Approved depositories are state or federally chartered banks and trust companies, state or federally chartered savings and loan associations, properly licensed title insurance companies, or an actively licensed attorney at law.

(2) Each account must be identified by the term “real estate trust account,” on checks, deposit slips, and with the depository.

(3) Each trust account must be established and maintained under the licensed business name of the broker, and shall be under the full control of the broker.

(4) Each broker trust account must have a separate and complete set of records, which must consist of a monthly accounting, deposits, charges, and withdrawals or checks, even if the moneys are on deposit with a title company, attorney or other approved depository. The broker is responsible for ensuring that these separate account records are provided by the depository.

(5) Funds deposited in a real estate trust account must be subject to withdrawal on demand at the order or direction of the broker at all times, even if deposited with a title company or other approved depository.

(6) A commission-approved form giving notice of opening a trust account and giving authorization for the commission to inspect the account must be completed for each trust account, signed by the broker and an officer of the bank or depository and returned to the commission.

(7) No deposits to the trust account shall be made of funds that belong to the broker or real estate firm, except that the broker may deposit broker or firm funds for the purpose of opening and maintaining the account and for the payment of anticipated bank service charges for the trust account. In no event shall the balance of broker or firm funds in the account exceed three hundred dollars (\$300). Maintenance funds shall not be disbursed for any purpose other than to cover bank charges charged directly to the trust account by the bank.

(8) An entity not specified as an approved escrow depository in subsection (1) of this section, may be accepted and approved by the commission as an escrow depository upon disclosure of the following:

(a) The details of the entity’s financial structure;

(b) The amount and terms of errors and omissions insurance and any bonding;

(c) A copy of the entity’s last audit and financial statement;

(d) A copy of any license or certificate issued to the entity; and

(e) Any other information that may help the commission make its determination.

54-2043. Interest-Bearing Trust Accounts.

The broker may deposit funds in a separate, interest-bearing trust account for a single transaction if directed in writing by both parties to the transaction, and only if the following additional requirements are met:

(1) The interest-bearing trust account must be established in accordance with all requirements in section 54-2042, Idaho Code. However, the interest-bearing trust account shall be created at an approved depository.

(2) The deposit shall be made in the name of the broker, as described above, and each such account shall contain only the funds relating to one (1) transaction.

(3) The interest-bearing trust account, when created for this purpose, must allow for withdrawal of the funds upon the broker's demand, unless all parties direct the broker in writing to do otherwise.

(4) There must be a written agreement signed by both the buyer and the seller stating who is to receive the interest accrued from the deposit. This agreement is to be retained by the responsible broker in the transaction file with a copy given to the buyer and the seller.

54-2044. Trust Account Record Keeping – Format of Records Required.

In order that the financial interests of the consumers of Idaho be adequately protected, each designated broker is required to create and maintain the following records regarding any real estate trust account, and is required to reconcile and balance each trust account with all ledger records, the check register and the bank statement at least once each month. Any electronic record keeping system is required to have a generally accepted and adequate backup system in use at all times.

(1) Maintenance ledger record. A separate ledger card or record, herein called "ledgers," identified as "trust account maintenance fund" shall be initiated when the broker's or firm's funds are initially deposited into the trust account. These ledgers shall be filed at all times with the broker's current "open" ledgers of pending transactions. Additions or deductions to trust account maintenance funds shall be posted to the ledger records as soon as the broker is given notice of the deposit or deduction. The balance on this maintenance fund ledger shall be kept current at all times.

(2) Individual trust ledger records. An individual trust ledger shall be immediately created whenever a broker, or any licensed or unlicensed person representing the broker, receives earnest money or other consideration, even if the consideration will be deposited with, held by, paid directly to, transferred or delivered to a title company, other approved depository, or any other person, as directed in writing, and signed by both parties to the transaction. Receipt of consideration, for purposes of this chapter, occurs when the broker or any person representing the broker, takes physical possession of the consideration or assumes the responsibility to deliver or deposit it.

(3) When a broker deposits funds with another broker, an approved depository, or directly to the seller or any other person, as directed in writing by both parties to the transaction, a ledger record must be created by the transferring broker, with a transaction number assigned. Upon transfer of funds or consideration, a receipt for such deposit shall be obtained and retained in the transaction files of the transferring broker. The receipt must show the name of the payee and date of transfer.

(4) Additional requirements for creating an individual trust ledger record are set forth in section 54-2045, Idaho Code. Individual trust ledger records must each be assigned a transaction number. In addition, each individual trust account ledger record created must contain:

- (a) The next chronological transaction number for each transaction;
- (b) The names of both parties to the transaction;
- (c) The location of the property;
- (d) The date of each deposit and disbursement;
- (e) The name of the payor or payee;

- (f) The amount and check number of each disbursement;
- (g) The amount and nature of the deposit;
- (h) The current balance; and
- (i) After the transaction is closed, each individual ledger record must show the final disposition of the transaction and funds.

A broker's trust account ledger records must be maintained with one (1) file, electronic or hard copy, for closed, terminated and rejected transactions, and a separate file for transactions pending but not closed. Ledger records shall be kept in alphabetical order or by transaction number. Ledger posting must be kept current at all times.

(5) Trust account checks. The broker shall maintain consecutively numbered checks for each trust account, which checks must:

(a) Contain the broker's licensed business name and current business address; and

(b) Be imprinted with the words "real estate trust account."

(6) Check register or journal. A check register or journal must be posted properly, maintained and kept current by the broker at all times even if funds are held at a title company or other approved depository. The register must itemize deposits and disbursements in consecutive order, and must also clearly show:

(a) The date of the deposit or disbursement;

(b) The payee or payor;

(c) The amount and purpose of any deposits or disbursements;

(d) The check number;

(e) The transaction number; and

(f) The current cash balance remaining in that trust account.

(7) Duplicate bank deposit record. For each trust account, the broker shall maintain, in hard copy, a duplicate bank deposit record, which shall be imprinted with the broker's business name and the words, "real estate trust account." Each deposit record shall state:

(a) The name of the person or firm placing the money with the broker's office;

(b) The date of the deposit; and

(c) The transaction number. The duplicate deposit record shall be retained in the bank deposit records in proper chronological sequence and shall be date stamped by the bank or the bank deposit receipt shall be attached to the duplicate deposit record in the deposit records.

(8) Real estate trust account checks. For each trust account, the broker shall maintain a set of consecutively numbered checks, which shall be imprinted with the broker's business name and address and the words "real estate trust account." Any check drawn on such a trust account shall be identified by a transaction number noted on the face of the check. Any voided trust account check shall be marked "VOID" and retained in numerical sequence with the other checks for the banking month.

54-2045. Trust Account Deposits and Receipt of Consideration.

Except as otherwise provided in this section, all entrusted funds received by a broker in connection with a regulated real estate transaction, including, but not limited to, earnest money, shall be deposited into a real estate trust account maintained by the broker at an approved depository. In addition, all earnest money, option money, promissory notes, tangible personal property and any other consideration received by a broker, regardless of form, must be accounted for upon receipt and in the following manner:

(1) Time of deposit. All moneys received by a broker for another in a real estate transaction are to be deposited on or before the banking day immediately

following the receipt day of such funds, unless written instructions signed by the party or parties having an interest in the funds direct the broker to do otherwise.

(2) Checks held in uncashed form. A ledger record must also be created when the broker or associate receives a check to be held for later deposit. However, such a check must be accompanied by written instructions in the purchase and sale agreement or offer to withhold deposit until a time certain, such as acceptance of the offer by the seller.

(3) Consideration returned before deposit. A ledger record must also be created even if the consideration received by a broker or salesperson is to be returned before it has been deposited or otherwise transferred. A written and dated notation must be placed on both the purchase and sale agreement, offer or other document dealing with the consideration, and on the ledger record. No consideration is to be returned without the knowledge and consent of the broker.

(4) Consideration received by sales associate. All consideration, including cash, checks held in uncashed form and promissory notes, received by a sales associate in connection with a real estate transaction shall be immediately delivered to the broker or the broker's office.

54-2046. Trust Account Disbursements.

The broker who holds entrusted funds or like payments in lieu of cash received in a regulated real estate transaction is fully responsible for all such funds until a full accounting has been made to the parties involved. All cash or like payments in lieu of cash must be disbursed from the real estate trust account only in accordance with this section. Failure to comply with this section is a violation of license law and will subject the broker to discipline.

(1) Written authorization required. No disbursements shall be made without a written, signed authorization by the parties to the transaction or an order of the court. Written and signed instructions from parties to the transaction may be in the purchase and sale agreement or in a separate document.

(2) Disbursements in advance of closing. No disbursements shall be made in advance of closing or before the happening of a condition set forth in the purchase and sale agreement or other agreement in a regulated real estate transaction to the seller, closing agent or any other person without the required written and signed authorization.

(3) Disbursements to escrow agent. When set forth in the purchase and sale agreement that funds are to be disbursed to the person or company named as the escrow closing agent or agency, such disbursement shall be made to the person, company, agent or agency on or before the day of closing, and receipt for such disbursement shall be retained in the broker's transaction file.

(4) Withdrawal of broker's commission. No disbursement of any portion of the broker's commission shall take place without prior written, signed authorization from the buyer and seller or until copies of the closing statements, signed by the buyer and seller, have been delivered to the broker and until the buyer or seller has been paid the amount due as determined by the closing statement.

(5) Provision for forfeited earnest money. The purchase and sale agreement must include a provision for division of moneys taken as earnest money when the transaction is not closed and such moneys are retained by any person as forfeited payment.

54-2047. Disputed Earnest Money.

(1) Any time more than one (1) party to a transaction makes demand on funds or other consideration for which the broker is responsible, such as, but not limited to, earnest money deposits, the broker shall:

(a) Notify each party, in writing, of the demand of the other party; and

(b) Keep all parties to the transaction informed of any actions by the broker regarding the disputed funds or other consideration, including retention of the funds by the broker until the dispute is properly resolved.

(2) The broker may reasonably rely on the terms of the purchase and sale agreement or other written documents signed by both parties to determine how to disburse the disputed money and may, at the broker's own discretion, make such disbursement. Discretionary disbursement by the broker based on a reasonable review of the known facts is not a violation of license law, but may subject the broker to civil liability.

(3) If the broker does not believe it is reasonably possible to disburse the disputed funds, the broker may hold the funds until ordered by a court of proper jurisdiction to make a disbursement. The broker shall give all parties written notice of any decision to hold the funds pending a court order for disbursement.

54-2048. Responsible Broker for the Transaction – Duties and Recordkeeping.

The “responsible broker,” as referred to in this section, shall be responsible to the commission for the transaction, transaction records, the funds and closing in accordance with the requirements of this chapter. The broker who lists and sells any real property shall be deemed the responsible broker in the transaction. In the case of a cooperative sale, the broker who holds entrusted funds in a real estate trust account while the transaction is pending, or who delivers or transfers the funds to the closing agency or any authorized party other than the cooperating broker in the transaction, shall be deemed the broker responsible for the transaction. The responsible broker shall:

(1) Ensure the correctness and delivery of detailed closing statements that accurately reflect all receipts and disbursements for their respective accounts to both the buyer and seller in a transaction, even if the closing is completed by a real estate escrow closing agent, title company or other authorized third party and regardless of the responsible broker's agent or nonagent relationship to the buyer or seller.

(2) Show proof of delivery of the closing statement to the buyer and seller by their signatures on copies of such closing statements which shall be retained in the broker's transaction file. When signatures of the parties cannot be obtained, a copy of the closing statement transmittal letter, sent by certified mail, return receipt requested, or a written certification of delivery signed by an officer of the escrow closing agency, shall be retained in the broker's transaction files.

(3) Create and maintain, for the retention period required in section 54-2049, Idaho Code, a transaction file containing the following documents, as applicable. For all pending, closed or fallen transactions, the original or a true and correct copy of:

(a) Signed closing statements, if applicable;

(b) Written and signed brokerage representation agreements, if any. A responsible broker who is representing both the seller and the buyer in a transaction shall retain properly executed brokerage representation agreements in the transaction file and, if appropriate to the transaction, a properly executed “consent to limited dual representation” statement. A responsible broker who has a signed brokerage representation agreement with only one (1) party to the transaction, either buyer or seller, must retain only that one (1) agreement in the transaction file;

(c) All offers accepted, countered or rejected, which must each be retained in the manner required in section 54-2049, Idaho Code;

(d) The original or a true and correct copy of all rejected offers must be retained in the files of the selling broker for the statutory records retention period in section 54-2049, Idaho Code.

54-2049. Record Retention Schedules.

All records required in this chapter to be kept and maintained by a real estate broker, including trust account and financial records, transaction files and other records are to be kept in the broker's files according to this section. The following records must be kept by a broker for three (3) calendar years after the year in which the event occurred, the transaction closed, all funds were disbursed, or the agreement and any written extension expired:

- (1) The original or true copy of all accepted, countered or rejected offers;
- (2) Listing or buyer brokerage representation agreements and "consent to limited dual representation" forms;
- (3) Transaction files and the contents required in section 54-2048(3), Idaho Code;
- (4) Trust account ledger records; and
- (5) All trust account reconciliation records, as defined in this chapter.

54-2050. Brokerage Representation Agreements – Required Elements.

All real estate brokerage representation agreements, whether with a buyer or seller, must be in writing in the manner required by section 54-2085, Idaho Code, and must contain the following contract provisions:

(1) Seller representation agreements. Each seller representation agreement, whether exclusive or nonexclusive, must contain the following provisions:

- (a) Conspicuous and definite beginning and expiration dates;
- (b) A description of the property to be bought or sold that sufficiently identifies the property so as to evidence an understanding of the parties as to the location of the real property. Nothing in this section shall be construed to require a legal description, nor a metes and bounds description of the property. Provided further, a representation agreement shall not be held invalid for lack of a legal description or a metes and bounds description;

(c) Price and terms;

(d) All fees or commissions; and

(e) The signature of the owner of the real estate or the owner's legal, appointed and duly qualified representative, and the date of such signature.

(2) Buyer representation agreements. Each buyer representation agreement, whether exclusive or nonexclusive, must contain the following provisions:

(a) Conspicuous and definite beginning and expiration dates;

(b) All financial obligations of the buyer or prospective buyer, if any, including, but not limited to, fees or commissions;

(c) The manner in which any fee or commission will be paid to the broker; and

(d) Appropriate signatures and their dates.

(3) Prohibited provisions and exceptions – Automatic renewal clauses. No buyer or seller representation agreement shall contain a provision requiring the party signing the agreement to notify the broker of the party's intention to cancel the agreement after the definite expiration date, unless the representation agreement states that it is completely nonexclusive and it contains no financial obligation, fee or commission due from the party signing the agreement.

(4) Copies required. A sales associate who obtains a signed brokerage representation agreement of any kind shall provide a true and legible copy of such representation agreement to the designated broker or brokers's office prior to the end of the next business day.

(5) Copies required. A broker or salesperson who obtains a signed brokerage representation agreement of any kind shall, at the time of securing such agreement, give the person or persons signing such agreement a legible, signed, true and correct copy thereof. To the extent the parties have agreed in writing, copies that are electronically generated or transmitted, faxed or delivered in another method shall be deemed true and correct.

(6) Electronically generated agreements. To the extent the parties have agreed in writing, brokerage representation agreements with a buyer or seller that are electronically generated or transmitted, faxed or delivered in another method shall be deemed true and correct and enforceable as originals.

54-2051. Offers to Purchase.

(1) A broker or sales associate shall, as promptly as practicable, tender to the seller every written offer to purchase obtained on the real estate involved, up until time of closing. A purchase and sale agreement signed by the prospective buyer shall be deemed in all respects an offer to purchase.

(2) Immediately upon receiving any offer to purchase signed and dated by the buyer and any consideration, a broker or salesperson shall provide a copy of the offer to purchase to the buyer as a receipt.

(3) Upon obtaining any document signed by a buyer or seller, a sales associate shall provide a true and legible copy of such document to the designated broker or broker's office prior to the end of the next business day. If the document is a fully executed purchase and sale agreement, counter offer, or addendum, such sales associate shall also provide a true and legible copy of such document to both the buyer and the seller.

(4) The broker or sales associate shall make certain that all offers to purchase real property or any interest therein are in writing and contain all of the following specific terms, provisions and statements:

(a) All terms and conditions of the real estate transaction as directed by the buyer or seller;

(b) The actual form and amount of the consideration received as earnest money;

(c) The name of the responsible broker in the transaction, as defined in section 54-2048, Idaho Code;

(d) The "representation confirmation" statement required in section 54-2085(4), Idaho Code, and, only if applicable to the transaction, the "consent to limited dual representation" as required in section 54-2088, Idaho Code;

(e) A provision for division of earnest money retained by any person as forfeited payment should the transaction not close;

(f) All appropriate signatures and the dates of such signatures; and

(g) A legal description of the property.

(5) All changes made to any offer to purchase or other real estate purchase agreement shall be initialed and dated by the parties to the transaction.

54-2052. Electronically Generated Agreements.

To the extent the parties to the transaction have agreed in writing offers to purchase, counteroffers and acceptances may be electronically generated or transmitted, faxed or delivered in another method shall be deemed true and correct and enforceable as originals.

54-2053. Advertising.

(1) Only licensees who are actively licensed in Idaho may be named by an Idaho broker in any type of advertising of Idaho real property, may advertise Idaho

property in Idaho or may have a sign placed on Idaho property.

(2) All advertising of listed property shall clearly and conspicuously contain the broker's licensed business name. A new business name shall not be used or shown in advertising unless and until a proper notice of change in the business name has been approved by the commission.

(3) All advertising by licensed branch offices shall clearly and conspicuously contain the broker's licensed business name.

(4) No advertising shall provide any information to the public or to prospective customers or clients that is misleading in nature. Information is misleading if, when taken as a whole, there is a distinct probability that such information will deceive the persons whom it is intended to influence.

54-2054. Compensation, Commissions and Fees – Prohibited Conduct.

(1) Court action for fee collection. No person engaged in the business or acting in the capacity of real estate broker or salesperson in Idaho shall bring or maintain any action in the courts for the collection of a fee, commission or other compensation for the performance of any acts requiring a real estate license as provided in section 54-2002, Idaho Code, without alleging and proving that such person was an actively licensed broker or salesperson in Idaho at the time the alleged cause of action arose.

(2) Fee-splitting with unlicensed persons prohibited. Unless otherwise allowed by statute or rule, a real estate broker, associate broker or salesperson licensed in the state of Idaho shall not pay any part or share of a commission, fee or compensation received in the licensee's capacity as such in a regulated real estate transaction to any person who is not actively licensed as a real estate broker in Idaho or in another state or jurisdiction. The Idaho broker making the payment to another licensed person is responsible for verifying the active licensed status of the receiving broker. This section shall not prohibit payment of a part or share of a commission, fee or compensation by the broker to an unlicensed legal business entity, if:

(a) All of the entity's shareholders, members or other persons having a similar ownership interest are active real estate licensees; and

(b) An owner licensed under the broker performed the licensed activities for which the payment is made.

An Idaho licensee may pay any part or share of a commission, fee or compensation received, directly to the buyer or seller in the real estate transaction. However, no commission, fee or compensation may be split with any party to the transaction in a manner which would directly or indirectly create a double contract, as defined in this chapter, or which would otherwise mislead any broker, lender, title company or government agency involved in the transaction regarding the source of funds used to complete the real estate transaction or regarding the financial resources or obligations of the buyer.

(3) Finder's fees prohibited. Any offer of monetary value, by an Idaho licensee, to any person who is not licensed in Idaho or any state or jurisdiction, made for the purpose of inducing such unlicensed person to secure prospects to buy, sell, option, or otherwise dispose of an interest in real property shall be considered to be splitting fees with an unlicensed person, and is prohibited.

(4) Interference with real estate brokerage agreement prohibited. It shall be unlawful for any person, licensed or unlicensed, to interfere with the contractual relationship between a broker and a client. Communicating a company's relocation policy or benefits to a transferring employee or consumer shall not be considered a violation of this subsection so long as the communication does not involve advice or encouragement on how to terminate or amend an existing

contractual relationship between a broker and client.

(5) Double contracts prohibited. No licensed broker or salesperson shall use, propose the use of, agree to the use of, or knowingly permit the use of a double contract, as defined in section 54-2004, Idaho Code, in connection with any regulated real estate transaction. Such conduct by a licensee shall be deemed flagrant misconduct and dishonorable and dishonest dealing and shall subject the licensee to disciplinary action by the commission.

(6) Kickbacks and rebates prohibited. No licensed real estate broker or salesperson shall receive a kickback or rebate for directing any transaction to any individual for financing. A licensee shall not receive a kickback or unearned fee for directing any transaction to any lending institution, escrow or title company, as those practices are defined and prohibited by the real estate settlement procedures act. However, a licensee legally receiving any fee or rebate from any person providing direct services to either the buyer or the seller in connection with a regulated real estate transaction is required to disclose the licensee's intent to receive such fee, rebate or compensation in writing to all parties to the transaction prior to closing.

(7) Compensation from more than one party. No licensed real estate broker or salesperson shall charge or accept compensation from more than one (1) party in any one (1) transaction, without first making full disclosure in writing of the broker's intent to do so, to all parties involved in the transaction.

(8) After-the-fact referral fees prohibited. It shall be unlawful for any person to solicit or request a referral fee or similar payment from a licensed Idaho real estate broker or sales associate, for the referral of a buyer or seller in connection with a regulated real estate transaction, unless the person seeking the referral fee has reasonable cause. "Reasonable cause" shall not exist unless:

(a) The person seeking the referral fee has a written contractual relationship with the Idaho real estate broker for a referral fee or similar payment; and

(b) The contractual relationship providing for the referral fee exists at the time the buyer or seller purportedly referred by such person signs a written agreement with the Idaho broker for the listing of the real estate or for representation by the broker, or the buyer signs an offer to purchase the real estate involved in the transaction. It shall be unlawful for any person including, but not limited to, a relocation company or company with a relocation policy or benefits, to directly or indirectly threaten to or actually reduce or withhold promised or expected employee or customer relocation benefits from a buyer or seller in a regulated real estate transaction based upon a broker's participation in payment of a referral fee or other fee.

(9) All fees must be paid through broker. No sales associate shall accept any commission, compensation or fee for the performance of any acts requiring a real estate license from any person except the real estate broker with whom the sales associate is licensed. However, if authorized by the broker, a sales associate may:

(a) Pay all or any portion of the accepted commission, compensation or fee to any other sales associate who is licensed with the same broker; or

(b) Accept payment from an unlicensed entity paid by the broker in accordance with subsection (2) of this section.

A broker may pay a former sales associate for services performed while the sales associate was actively licensed with that broker, regardless of the former sales associate's license status at the time the commission or fee is actually paid.

54-2055. Licensees Dealing with Their Own Property.

(1) Any actively licensed Idaho broker, sales associate, or legal business entity

shall comply with this entire chapter when that licensee is buying, selling or otherwise acquiring or disposing of the licensee's own interest in real property in a regulated real estate transaction.

(2) A licensee shall disclose in writing to any buyer or seller no later than at the time of presentation of the purchase and sale agreement that the licensee holds an active Idaho real estate license, if the licensee directly, indirectly, or through a third party, sells or purchases an interest in real property for personal use or any other purpose; or acquires or intends to acquire any interest in real property or any option to purchase real property.

(3) Each actively licensed person buying or selling real property or any interest therein, in a regulated real estate transaction, must conduct the transaction through the broker with whom he is licensed, whether or not the property is listed.

54-2056. Terminating or Changing Licensed Business Relationships.

(1) Termination of licensed association. A sales associate who terminates his licensed association with a broker shall provide the broker written notice of the termination no later than three (3) business days after the effective date. A broker who terminates the licensed association of a sales associate shall provide the associate written notice of the termination no later than three (3) business days after the effective date. A licensee's written notice to the commission does not relieve him of the duty to provide written notice to the other licensee that he is terminating the licensed association.

(2) New association. The broker shall submit a written application, in the form and manner approved by the commission, for each sales associate licensing with the broker.

(3) Termination for cause. Any broker who terminates the association of a sales associate for the violation of any of the provisions of sections 54-2059 through 54-2065, Idaho Code, shall, within ten (10) business days of the termination, notify the commission, in writing, of the termination and the facts giving rise to the termination.

(4) Closing a branch office. Immediately upon closing a branch office, the broker shall provide the commission written notice of the closure advising of the new status of all licensees licensed with the closed branch. The broker shall remove from public view any license certificates for the branch office.

(5) Property of the broker. Upon termination of the business relationship as a sales associate licensed under a broker, the sales associate shall immediately turn over to the broker all listing information and listing contracts, keys, purchase and sale agreements and similar contracts, buyer brokerage information and contracts, and other property belonging to the broker. A sales associate shall not engage in any practice or conduct, directly or indirectly, which encourages, entices or induces clients of the broker to terminate any legal business relationship with the broker unless he first obtains written permission of the broker.

(6) Location of trust accounts and file records. When an actively licensed broker changes to a license status other than that of a designated broker, that individual must notify the commission in writing of the location of all trust accounts and transaction file records which the broker was responsible for during the term of licensure as a designated broker. These records shall be available to the commission for three (3) years following the year in which each transaction was closed.

54-2057. Death or Incapacity of a Designated Broker.

(1) Legal business entities. Upon the death or incapacity of a designated broker for a legal business entity licensed as a real estate brokerage company in

Idaho, the licensed entity shall appoint and designate a qualified individual as designated broker in the manner and within the time required in section 54-2039, Idaho Code, or shall cease to be licensed.

(2) Sole proprietorships. Upon the death or incapacity of a sole proprietor broker, the commission may issue a limited authorization for an executor, administrator, conservator, personal representative, court-appointed guardian, or some other person or agency to close out the pending transactions on behalf of the deceased or incapacitated broker, and only in accordance with the provisions of this section. The person given temporary authority shall close out the affairs of the deceased or incapacitated sole proprietor broker by taking the following actions:

(a) Termination of listings and buyer brokerage agreements. Termination of all listings and buyer brokerage agreements in which there are not outstanding offers or earnest money receipts.

(b) Completion of negotiations. Completion of all negotiations between buyers and sellers on transactions in which an offer to purchase has been written or received.

(c) Accounting for moneys. Depositing and withdrawing moneys from the real estate trust account in connection with completion of all transactions still pending at the time of death of a sole proprietor broker.

(d) Commissions. Prompt payment of all real estate commissions owing after closing of all transactions, both to the decedent broker's duly appointed personal representative and to sales associates of the deceased broker or participating brokers entitled to commissions resulting from the transactions.

54-2058. Authority to Investigate and Discipline.

(1) General authority to investigate. The commission may investigate the action of any person engaged in the business or acting in the capacity of real estate broker or salesperson in this state, or any person believed to have acted as a real estate broker or salesperson without a license in violation of section 54-2002, Idaho Code. Upon receipt of a written complaint from anyone who claims to have been injured or defrauded as a result of such action, or upon information received by the executive director, the executive director shall perform an investigation of the facts alleged against such real estate broker or salesperson or such unlicensed person. Prior to the initiation of any proceedings for the revocation or suspension of a license, or for such other disciplinary actions as set forth in section 54-2059, Idaho Code, the executive director shall transmit to the commission a report, in writing, signed by the executive director, setting forth the facts alleged against such real estate broker or salesperson or unlicensed person. Upon receiving such report, the commission shall make an examination of all the facts and circumstances connected with such report. If the facts set forth in the report are deemed insufficient by the commission, no further action shall be taken, unless the executive director resubmits the report with additional facts supporting the filing of an administrative complaint. Should the commission deem that the facts set forth in the report are sufficient to proceed with a formal action, the commission shall authorize the filing of an administrative complaint against such person.

(2) Audits. The commission or its duly authorized representative is vested with the authority to conduct periodic inspections, surveys and audits of the transaction records and real estate trust accounts of all Idaho licensed designated brokers. Any transaction records or real estate trust account records located outside the state of Idaho shall promptly be made available to the commission upon request at the licensee's own cost and at the location or in the manner requested by the commission. If the analysis of a broker's real estate trust account indicates a deficiency or any irregularity which cannot be resolved between the commission

and the broker, the commission may order a complete audit of the trust account by a certified public accountant at the broker's expense.

(3) The commission also has the authority to investigate the action of any Idaho licensee as provided in this section. The licensee or broker shall answer all reasonable investigative questions of the commission, and must make available, promptly upon request, any and all records to the commission at the licensee's own cost and at the location or in the manner requested by the commission.

54-2059. Disciplinary Powers – Revocation, Suspension or Other Disciplinary Action.

(1) The commission may temporarily suspend or permanently revoke licenses issued under the provisions of this chapter, issue a formal reprimand and impose a civil penalty in an amount not to exceed five thousand dollars (\$5,000) against any licensee who is found to have violated any section of the Idaho Code, the commission's administrative rules or any order of the commission. The executive director may issue informal letters of reprimand to licensees without civil penalty or cost assessment.

(2) The commission may impose a civil penalty in an amount not to exceed five thousand dollars (\$5,000) against any person who is found, through a court or administrative proceeding, to have acted without a license in violation of section 54-2002, Idaho Code. The civil penalty provisions of this section are in addition to and not in lieu of any other actions or criminal penalties for acting as a broker or salesperson without a license which might be imposed by other sections of this chapter or Idaho law.

(3) The commission may also accept, on such conditions as it may prescribe, or reject any offer to voluntarily terminate the license of a person whose activity is under investigation or against whom a formal complaint has been filed.

(4) The assessment of fees and costs incurred in the investigation and prosecution or defense of a licensee or other person under this section shall be governed by the provisions of section 12-117(5), Idaho Code.

(5) If the commission suspends or revokes a license, or imposes a civil penalty, or assesses costs and attorney's fees, the commission may withhold execution of the suspension, revocation or civil penalty, or costs and attorney's fees on such terms and for such time as it may prescribe.

(6) If any amounts assessed against a defendant by final order of the commission become otherwise uncollectible or payment is in default, and only if all the defendant's rights to appeal have passed, the commission may then proceed to district court and seek to enforce collection through judgment and execution.

(7) All civil penalties, costs, and attorney's fees collected by the commission under this chapter shall be deposited in the state treasury to the credit of the occupational licenses fund. Any amounts of civil penalties so collected, deposited and credited shall be expended for exclusive use in developing and delivering Idaho real estate education.

54-2060. Grounds for Disciplinary Action.

A person found guilty of misconduct while performing or attempting to perform any act requiring an Idaho real estate broker or salesperson's license, regardless of whether the act was for the person's own account or in his capacity as broker or salesperson, shall be subject to disciplinary action by the commission. The following acts shall constitute misconduct within the meaning of this section:

(1) Making fraudulent misrepresentations;

(2) Engaging in a continued or flagrant course of misrepresentation or making of false promises, whether done personally or through agents or salespersons;

(3) Failure to account for or remit any property, real or personal, or moneys coming into the person's possession which belong to another;

(4) Failure to keep adequate records of all property transactions in which the person acts in the capacity of real estate broker or salesperson;

(5) Failure or refusal, upon lawful demand, to disclose any information within the person's knowledge, or to produce any documents, books or records in the person's possession for inspection by the commission or its authorized representative;

(6) Acting as a real estate broker or salesperson under an assumed name;

(7) Employment of fraud, deception, misrepresentation, misstatement or any unlawful means in applying for or securing a license to act as a real estate broker or salesperson in the state of Idaho;

(8) Using, proposing to use, or agreeing to use a "double contract" as prohibited in section 54-2054(5), Idaho Code;

(9) Seeking or receiving a "kickback" or rebate prohibited in section 54-2054(6), Idaho Code;

(10) Violation of any provision of sections 54-2001 through 54-2097, Idaho Code, or any administrative rule made or promulgated by the commission or any final order of the commission;

(11) Any other conduct whether of the same or a different character than herein-above specified which constitutes dishonest or dishonorable dealings;

(12) Gross negligence or reckless conduct in a regulated real estate transaction. Conduct is grossly negligent or reckless if, when taken as a whole, it is conduct which substantially fails to meet the generally accepted standard of care in the practice of real estate in Idaho.

54-2061. Additional Grounds for Disciplinary Action – Court Actions – Licensee to Report to Commission.

(1) The commission may also take disciplinary action against a licensee including, but not limited to, suspension or revocation of a license, where, in a court of competent jurisdiction, the licensee:

(a) Has been convicted of a felony, or has been convicted of a misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing or which otherwise demonstrates the licensee's lack of trustworthiness to engage in the real estate business;

(b) Has been declared to lack capacity or to be incompetent or under an infirmity, for the duration of such declaration only;

(c) Has a judgment entered against the licensee in a civil action upon grounds of fraud, misrepresentation, deceit or gross negligence with reference to a real estate-related transaction.

(2) The court's record of conviction, order determining legal competency, or the order entering judgment in a civil case, or certified copies thereof, shall be prima facie evidence of a conviction, or the court's action.

(3) A licensee who is convicted, declared legally incompetent, or who has a judgment entered against him in a civil action as described in subsection (1) of this section, shall, within twenty (20) days of such conviction, declaration or judgment, forward to the commission a copy of the legal document evidencing the same.

54-2062. Additional Grounds for Disciplinary Action – Other Administrative Actions – Licensee to Report to Commission.

(1) The commission may also take any disciplinary action, including, but not limited to, suspension or revocation of a license where the licensee:

(a) Has an order or determination of debarment, suspension, or any limitation on participation in government loan programs issued against the licensee for misconduct; or

(b) Has a real estate or other professional license suspended or revoked for a disciplinary violation involving fraud, misrepresentation, or dishonest or dishonorable dealings. A certified copy of the order of the administrative agency in the other jurisdiction shall be prima facie evidence of the suspension or revocation.

(2) A licensee against whom a final administrative action has been taken, as described in subsection (1) of this section, shall, within twenty (20) days of such action, forward to the commission a copy of the legal document evidencing the same.

54-2063. Disciplinary Procedure and Review of Agency Action.

All disciplinary actions under this chapter and all rights of review or appeal are governed by chapter 52, title 67, Idaho Code, and the rules of practice and procedure of the Idaho real estate commission.

54-2064. Proof of Complaint – Prosecution by County Prosecuting Attorney.

The commission may prefer a complaint for violation of any section of this chapter before any court of competent jurisdiction. It shall be the duty of the prosecuting attorney of each county in the state to prosecute all violations of the provisions of this chapter in their respective counties in which the violations occur.

54-2065. Penalty for Acting as a Broker or Salesperson Without License.

Any person acting as a real estate broker or real estate salesperson within the meaning of this chapter without a license as herein provided shall be guilty of a misdemeanor and, upon conviction thereof, if a natural person, be punished by a fine of not to exceed five thousand dollars (\$5,000), or by imprisonment in the county jail for a term not to exceed one (1) year, or by both such fine and imprisonment in the discretion of the court; or if a limited liability company or corporation, by a fine of not to exceed ten thousand dollars (\$10,000). Additionally, the court may assess a civil penalty against a natural person in an amount not to exceed five thousand dollars (\$5,000), and against a limited liability company or corporation, in an amount not to exceed ten thousand dollars (\$10,000). All civil penalties shall be credited to the occupational licenses fund.

54-2066. Injunctive Relief.

The commission is hereby authorized to institute injunction proceedings in the district court of competent jurisdiction, pursuant to the Idaho rules of civil procedure, for cause shown, to restrain any person or persons from violating any provision of this chapter regardless of whether or not there exists an adequate remedy at law.

54-2067. Cease and Desist Orders.

The commission is authorized to order that any person violating any provision of this chapter cease and desist such activity immediately. Violation of the cease and desist order shall be a violation of this chapter and shall subject the person to any and all remedies available to the commission in this or other chapters of the Idaho Code.

54-2068. Witnesses – Depositions – Fees – Subpoenas.

(2) The commission, or any member thereof, the executive director of the commission, or such other person so designated by the commission by rule, shall have power to administer oaths, certify to all official acts, issue subpoenas for attendance of witnesses and the production of books and papers, take the testimony of any person by deposition in the manner prescribed for in the rules of procedure of the district court of this state, in civil cases, in any investigation or hearing in any part of the state.

(3) Each witness who appears pursuant to a subpoena shall receive for his attendance the fees and mileage allowed to a witness in civil cases in the district court. Witness fees shall be paid by the party at whose request the witness is subpoenaed.

(4) If a witness, who has not been required to attend at the request of any party, is subpoenaed by the commission or executive director, his fees and mileage shall be paid from funds appropriated for the use of the commission in the same manner as other expenses of the commission are paid.

54-2069. Real Estate Recovery Fund Established.

There is hereby created in the state treasury the real estate recovery fund. A balance of not more than twenty thousand dollars (\$20,000) shall be maintained in the fund, to be used for satisfying claims against persons licensed under this chapter, as provided in sections 54-2069 through 54-2078, Idaho Code. Any balance over twenty thousand dollars (\$20,000) shall be deposited in the special real estate fund and be subject to appropriation by the legislature for the use of the commission to carry out the provisions of this chapter.

54-2070. Augmentation of Fund.

Upon the original application or renewal of every real estate broker's, associate broker's and salesperson's license for a two-year period, the licensee shall pay, in addition to the original or renewal license fee, a fee of twenty dollars (\$20.00). Such additional fees and all education fees charged and collected for tuition or registration, course materials and such other fees involved with the commission education programs shall be paid into the state treasury and credited to the occupational licenses fund, except for such funds as are required to maintain a balance of twenty thousand dollars (\$20,000) in the real estate recovery fund as provided for in section 54-2069, Idaho Code.

54-2071. Recovery from Fund – Procedure – Grounds – Amount – Hearing.

(2) When any person obtains a final judgment in any court of competent jurisdiction against any licensee under this chapter, upon grounds of fraud, misrepresentation or deceit with reference to any transaction for which a license is required under this chapter, such person may, upon termination of all proceedings, including appeals in connection with any judgment, file a verified petition in the court in which the judgment was entered for an order directing payment out of the real estate recovery fund in the amount of actual damages included in the judgment and unpaid, but not more than ten thousand dollars (\$10,000) per licensee per calendar year. The recovery fund's liability for all claims arising from the acts or omissions of any one (1) licensee in any calendar year shall be limited to a payment of not more than ten thousand dollars (\$10,000), regardless of the number of persons damaged by the acts or omissions of a licensee, or the total amount of damage caused by such licensee, in any one (1) calendar year. If a claim is made against the fund and the commission has actual knowledge of any other claims against the recovery fund which have been filed or asserted against the same licensee and arise from acts or omissions of the

licensee in the same calendar year, then the commission shall file an interpleader action in accordance with the applicable statutes and the Idaho rules of civil procedure against all known parties who may claim a right to payment from the fund. Unless the commission has actual knowledge of other potential claims, as stated above, and so files the interpleader action, the first person who obtains a final judgment against a licensee shall be entitled to the payment of that amount equal to the lesser of the judgment or ten thousand dollars (\$10,000), providing the claimant meets the other criteria set forth herein.

(3) A copy of the petition shall be served upon the commission and an affidavit of such service shall be filed with the court.

(4) The court shall act upon such petition within thirty (30) days after such service and, upon the hearing thereof, the petitioner shall be required to show that:

(a) He is not the spouse of the debtor, or the personal representative of such spouse;

(b) He has complied with all the requirements of sections 54-2069 through 54-2078, Idaho Code;

(c) He has obtained a judgment of the kind described in subsection (1) of this section, stating the amount thereof and the amount owing thereon at the date of the petition;

(d) He has caused to be issued a writ of execution upon the judgment and the officer executing the same has made a return showing that no personal or real property of the judgment debtor liable to be levied upon in satisfaction of the judgment could be found, or that the amount realized on the sale of them or of such of them as were found, under the execution, was insufficient to satisfy the judgment, stating the amount so realized and the balance remaining due on the judgment after application thereon of the amount realized;

(e) He has made all reasonable searches and inquiries to ascertain whether the judgment debtor is possessed of real or personal property or other assets liable to be sold or applied in satisfaction of the judgment; and

(f) That by such search he has discovered no personal or real property or other assets liable to be sold or applied, or that he has discovered certain of them, describing them, owned by the judgment debtor and liable to be so applied, and that he has taken all necessary action and proceedings for the realization thereof, and that the amount thereby realized was insufficient to satisfy the judgment, stating the amount so realized and the balance remaining due on the judgment after application of the amount realized.

(5) Whenever the aggrieved person satisfies the court that it is not practicable to comply with one (1) or more of the requirements enumerated in subsections (3)(d), (a) and (f) of this section, and that the aggrieved person has taken all reasonable steps to collect that amount of the judgment or the unsatisfied part thereof and has been unable to collect the same, the court may in its discretion dispense with the necessity for complying with such requirements.

54-2072. Commission May Answer Petition – Compromise of Claims.

(1) Whenever the court proceeds upon a petition as provided in section 54-2071, Idaho Code, the commission may answer and defend any such action against the recovery fund on behalf of the recovery fund and in the name of the defendant and may use any appropriate method of review on behalf of the recovery account.

(2) The judgment set forth in the petition shall be considered as prima facie evidence only, and the findings of fact therein shall not be conclusive for the purposes of sections 54-2069 through 54-2078, Idaho Code.

(3) The commission may, subject to court approval, compromise a claim based upon the application of a petitioner.

54-2073. Court Order Requiring Payment from Recovery Fund.

If the court finds, after hearing that the claim should be levied against the portion of the recovery fund allocated for the purpose of carrying out the provisions of sections 54-2069 through 54-2078, Idaho Code, the court shall enter an order directed to the commission requiring payment from the recovery fund of whatever sum it finds to be payable upon the claim pursuant to the provisions of and in accordance with the limitations contained in section 54-2071, Idaho Code.

54-2074. Automatic Suspension of Broker's, Associate Broker's or Salesperson's License on Payment by Commission – Condition for License Reinstatement.

If, pursuant to court order, the commission pays from the recovery fund any amount in settlement of a claim or towards satisfaction of a judgment against a licensed broker, associate broker or salesperson, the license of such broker, associate broker or salesperson shall be automatically suspended without further order of the commission upon the effective date of any order by the court as set forth herein authorizing payment from the recovery fund. No such broker, associate broker or salesperson shall be granted reinstatement until he has repaid in full, the amount so paid from the recovery fund plus interest at the legal rate of interest allowable by law for judgments.

54-2075. Order of Payment of Claims if Recovery Fund Balance Insufficient –Interest.

If, at any time, the money deposited in the recovery fund and allotted for satisfying claims against licensees is insufficient to satisfy any authorized claim or portion thereof, the commission shall, when sufficient money has been deposited in the recovery fund, satisfy such unpaid claims or portions thereof, in the order that such claims or portions thereof were originally filed, plus accumulated interest at the rate of eleven percent (11%) per annum.

54-2076. Commission's Right to Subrogation.

When the commission has paid from the recovery fund any sum to the judgment creditor, the commission has subrogated all other rights of the judgment creditor and the judgment creditor shall assign all his right, title and interest in the judgment to the commission and any amount and interest so recovered by the commission on the judgment shall be deposited to the recovery fund.

54-2077. Waiver of Rights.

The failure of a person to comply with all of the provisions of sections 54-2069 through 54-2071, Idaho Code, shall constitute a waiver of any rights hereunder.

54-2078. Disciplinary Action Against Licensees Not Restricted for Violations of Law or Rules.

Nothing contained in sections 54-2069 through 54-2078, Idaho Code, limits the authority of the commission to take disciplinary action against a licensee for a violation of any of the provisions of the chapter, or of the rules of the commission, nor shall the repayment in full of all obligations to the recovery fund by any licensee nullify or modify the effect of any other disciplinary proceeding brought pursuant to the provisions of this chapter or the rules promulgated thereunder.

54-2079. Termination of Sales Associate for Violation of Disciplinary Provisions – Statement to be Filed with Commission.

Whenever a real estate broker terminates a sales associate for a violation of any of the provisions of sections 54-2060 through 54-2062, Idaho Code, the broker shall promptly file a written statement of the facts in reference thereto with the commission.

54-2080. Records – Disclosure to Public.

Records kept in the office of the commission under authority of this chapter and chapter 18, title 55, Idaho Code, shall be open to public inspection as provided in chapter 1, title 74, Idaho Code.

54-2081. (Reserved)

54-2082. Short Title.

Sections 54-2082 through 54-2097, Idaho Code, shall be known and may be cited as “The Idaho Real Estate Brokerage Representation Act.”

54-2083. Definitions.

As used in sections 54-2082 through 54-2097, Idaho Code:

(1) “Adverse material fact” means a fact that would significantly affect the desirability or value of the property to a reasonable person or which establishes a reasonable belief that a party to the transaction is not able to or does not intend to complete that party’s obligations under a real estate contract.

(2) “Agency representation” or “representation” means the statutory agency relationship between a client and a brokerage in a regulated real estate transaction with respect to which the duties defined in section 54-2087, Idaho Code, are applicable. See also “representation.”

(3) “Assigned agent” means, where a brokerage is representing more than one (1) party to the transaction as a limited dual agent as provided in section 54-2088, Idaho Code, the sales associate assigned by the brokerage to act on behalf of one (1) client and to represent solely that client consistent with the applicable duties set forth in section 54-2087, Idaho Code. The designated broker shall not act as an assigned agent of the brokerage.

(4) “Brokerage” means a licensed designated broker, the licensed real estate business represented by that broker and its associated licensees.

(5) “Client” means a buyer or seller, or a prospective buyer or seller, or both who have entered into an express written contract or agreement with a brokerage for agency representation in a regulated real estate transaction.

(6) “Confidential client information” means information gained from or about a client that:

(a) Is not a matter of public record;

(b) The client has not disclosed or authorized to be disclosed to third parties;

(c) If disclosed, would be detrimental to the client; and

(d) The client would not be personally obligated to disclose to another party to the transaction. Information which is required to be disclosed by statute or rule or where the failure to disclose would constitute fraudulent misrepresentation is not confidential client information within the provisions of sections 54-2082 through 54-2097, Idaho Code. Information generally disseminated in the marketplace is not confidential client information within the provisions of such sections. A “sold” price of real property is also not confidential client information within the provisions of such sections.

(7) “Customer” means a buyer or seller, or prospective buyer or seller, who is not represented in an agency relationship in a regulated real estate transaction.

(8) “Customer services agreement” or “compensation agreement” means an agreement between a real estate brokerage and a customer for the provision of any real estate services for which the brokerage has the right to be compensated by the customer.

(9) “Designated broker” means an individual who is licensed as a real estate broker in Idaho and who is designated by the brokerage company to be responsible for the supervision of the brokerage company and the activities of any associated licensees in accordance with this chapter.

(10) “Idaho real estate license law and rules” means chapter 20, title 54, Idaho Code, and all administrative rules promulgated thereunder.

(11) “Limited dual agent” means a brokerage that is representing both a buyer and a seller as clients in a regulated real estate transaction, as provided in section 54-2088, Idaho Code.

(12) “Ministerial acts” means reasonably necessary and customary acts typically performed by real estate licensees in assisting a transaction to its closing or conclusion.

(13) “Nonagent” means a brokerage and its licensees working with or assisting a buyer or seller as a customer to which the duties provided in section 54-2086, Idaho Code, are applicable.

(14) “Regulated real estate transaction” means those real estate transactions for which a real estate license is required under chapter 20, title 54, Idaho Code.

(15) “Representation” or “brokerage representation” or “represented” means the statutory agency relationship between a client and a brokerage in a regulated real estate transaction with respect to which the duties provided in section 54-2087, Idaho Code, are applicable.

(16) “Representation agreement” or “contract for representation” means a written agreement between a buyer, seller, or both, and a real estate brokerage for agency representation in a regulated real estate transaction. A representation agreement under this chapter can only be made in writing, and cannot be made orally or by assumption or implication.

(17) “Sales associate” means a salesperson or an associate broker licensed under and associated with a designated broker.

54-2084. Brokerage Agency Relationships – Creation.

(1) A buyer or seller is not represented by a brokerage in a regulated real estate transaction unless the buyer or seller and the brokerage agree, in a separate written document, to such representation. No type of agency representation may be assumed by a brokerage, buyer or seller or created orally or by implication.

(2) Types of brokerage relationships. The following types of brokerage relationship are recognized:

- (a) Nonagency;
- (b) Agency representation;
- (c) Limited dual agency representation;
- (d) Limited dual agency with assigned agents.

54-2085. Disclosure and Writing Requirements – Agency Disclosure Brochure and Representation Confirmation.

(1) A licensee shall give to a prospective buyer or seller at the first substantial business contact the agency disclosure brochure adopted or approved by the Idaho real estate commission. The commission by motion shall establish the form and contents of the brochure in accordance with the provisions of this chapter. Each

brokerage shall keep a signed and dated record of a buyer or seller's receipt of the agency disclosure brochure.

(2) The agency disclosure brochure shall list the types of representation available to a buyer or seller in a regulated real estate transaction, the legal duties and obligations owed to the buyer or seller in each type of representation and a conspicuous notice that no representation will exist absent a written agreement between the buyer or seller and the brokerage.

(3) A brokerage's relationship with a buyer or seller as an agent, nonagent, limited dual agent, or limited dual agent with assigned agents must be determined and all necessary agreements executed no later than the preparation of a purchase and sale agreement. A brokerage must disclose its relationship to both buyer and seller in any transaction no later than the preparation or presentation of a purchase and sale agreement.

(4) In addition, a purchase and sale agreement, an attachment thereto, or other document drafted in connection with a regulated real estate transaction shall contain the following confirmation of the relationship, whether it involved representation or not, between the buyer, seller and licensees involved:

**REPRESENTATION CONFIRMATION AND ACKNOWLEDGMENT
OF DISCLOSURE**

Check one (1) box in Section 1 below and one (1) box in Section 2 below to confirm that in this transaction, the brokerage(s) involved had the following relationship(s) with the BUYER(S) and SELLER(S).

Section 1:

- A. The brokerage working with the BUYER(S) is acting as an AGENT for the BUYER(S).
- B. The brokerage working with the BUYER(S) is acting as a LIMITED DUAL AGENT for the BUYER(S), without an ASSIGNED AGENT.
- C. The brokerage working with the BUYER(S) is acting as a LIMITED DUAL AGENT for the BUYER(S) and has an ASSIGNED AGENT acting solely on behalf of the BUYER(S).
- D. The brokerage working with the BUYER(S) is acting as a NON-AGENT for the BUYER(S).

Section 2:

- A. The brokerage working with the SELLER(S) is acting as an AGENT for the SELLER(S).
- B. The brokerage working with the SELLER(S) is acting as a LIMITED DUAL AGENT for the SELLER(S), without an ASSIGNED AGENT.
- C. The brokerage working with the SELLER(S) is acting as a LIMITED DUAL AGENT for the SELLER(S) and has an ASSIGNED AGENT acting solely on behalf of the SELLER(S).
- D. The brokerage working with the SELLER(S) is acting as a NON-AGENT for the SELLER(S).

Each party signing this document confirms that he has received, read and understood the Agency Disclosure Brochure adopted or approved by the Idaho real estate commission and has consented to the relationship confirmed above.

EACH PARTY UNDERSTANDS THAT HE IS A "CUSTOMER" AND IS NOT REPRESENTED BY A BROKERAGE UNLESS THERE IS A SIGNED WRITTEN AGREEMENT FOR AGENCY REPRESENTATION.

(5) The failure of a licensee to timely give a buyer or seller the agency disclosure brochure or the failure of a licensee to properly and timely obtain any written agreement or confirmation required by this chapter shall be a violation of the Idaho real estate license law and may subject the licensee to disciplinary action

according to the provisions of sections 54-2058 through 54-2078, Idaho Code.

(6) Neither the commission brochure nor the representation confirmation shall create a brokerage relationship. A separate, signed, written agreement is required for that purpose.

54-2086. Duties to a Customer.

(1) If a buyer, prospective buyer, or seller is not represented by a brokerage in a regulated real estate transaction, that buyer or seller remains a customer, and as such, the brokerage and its licensees are nonagents and owe the following legal duties and obligations:

(a) To perform ministerial acts to assist the buyer or seller in the sale or purchase of real estate;

(b) To perform these acts with honesty, good faith, reasonable skill and care;

(c) To properly account for moneys or property placed in the care and responsibility of the brokerage;

(d) To disclose to the buyer/customer all adverse material facts actually known or which reasonably should have been known by the licensee;

(e) To disclose to the seller/customer all adverse material facts actually known or which reasonably should have been known by the licensee.

(2) If a customer has entered into a compensation agreement or customer services agreement with the brokerage, the brokerage shall have the obligation to be available to the customer to receive and timely present all written offers and counteroffers.

(3) The duties set forth in this section are mandatory and may not be waived or abrogated, either unilaterally or by agreement.

(4) Nothing in this section prohibits a brokerage from charging a separate fee or commission for each service provided to the customer in the transaction.

(5) A nonagent brokerage and its licensees owe no duty to a buyer/customer to conduct an independent inspection of the property for the benefit of that buyer/customer and owe no duty to independently verify the accuracy or completeness of any statement or representation made by the seller or any source reasonably believed by the licensee to be reliable.

(6) A nonagent brokerage and its licensees owe no duty to a seller/customer to conduct an independent investigation of the buyer's financial condition for the benefit of that seller/customer and owe no duty to independently verify the accuracy or completeness of statements made by the buyer or any source reasonably believed by the licensee to be reliable.

54-2087. Duties to a Client.

If a buyer or seller enters into a written contract for representation in a regulated real estate transaction, that buyer or seller becomes a client to whom the brokerage and its licensees owe the following agency duties and obligations:

(1) To perform the terms of the written agreement with the client;

(2) To exercise reasonable skill and care;

(3) To be available to the client to receive and timely present all written offers and counteroffers;

(4) To promote the best interests of the client in good faith, honesty and fair dealing including, but not limited to:

(a) Disclosing to the client all adverse material facts actually known or which reasonably should have been known by the licensee;

(b) Seeking a buyer to purchase the seller's property at a price, and under terms and conditions acceptable to the seller and assisting in the negotiation

therefor; or

(c) Seeking a property for purchase at a price and under terms and conditions acceptable to the buyer and assisting in the negotiation therefor;

(d) For the benefit of a client/buyer: when appropriate, advising the client to obtain professional inspections of the property or to seek appropriate tax, legal and other professional advice or counsel;

(e) For the benefit of a client/seller: upon written request by the client/seller, requesting reasonable proof of a prospective buyer's financial ability to purchase the real property which is the subject matter of the transaction. This duty may be satisfied by any appropriate method suitable to the transaction or, when deemed necessary by the real estate licensee, by advising the client to consult with an accountant, lawyer, or other professional as dictated by the transaction.

(5) To properly account for moneys or property placed in the care and responsibility of the brokerage pursuant to section 54-2041, Idaho Code; and

(6) To maintain the confidentiality of specific client information as defined by and to the extent required in this chapter, and as follows:

(a) The duty to a client continues beyond the termination of representation only so long as the information continues to be confidential client information as defined in this chapter, and only so long as the information does not become generally known in the marketing community from a source other than the brokerage or its associated licensees;

(b) A licensee who personally has gained confidential client information about a buyer or seller while associated with one (1) broker and who later associates with a different broker remains obligated to maintain the client confidentiality as required by this chapter;

(c) If a brokerage represents a buyer or seller whose interests conflict with those of a former client, the brokerage shall inform the second client of the brokerage's prior representation of the former client and that confidential client information obtained during the first representation cannot be given to the second client. Nothing in this section shall prevent the brokerage from asking the former client for permission to release such information;

(d) Nothing in this section is intended to create a privileged communication between any client and any brokerage or licensee for purposes of civil, criminal or administrative legal proceedings.

(7) Unless otherwise agreed to in writing, a brokerage and its licensees owe no duty to a client to conduct an independent inspection of the property and owe no duty to independently verify the accuracy or completeness of any statement or representation made regarding a property. Unless otherwise agreed to in writing, a brokerage and its licensees owe no duty to conduct an independent investigation of either party's financial ability to complete a real estate transaction.

(8) The duties set forth in this section are mandatory and may not be waived or abrogated, either unilaterally or by agreement.

(9) Nothing in this section prohibits a brokerage from charging a separate fee or commission for each service provided to the client in the transaction.

(10) Nothing in this section shall result in imputed knowledge between multiple licensees of the brokerage when neither has reason to have such knowledge.

(11) A brokerage and its licensees may represent two (2) or more buyers who wish to make an offer for the purchase of the same real property; provided, that the brokerage or its licensee has advised all such buyers in writing of the same.

54-2088. Limited Dual Agency and Assigned Agency Permitted.

(1) A brokerage may represent both the buyer and the seller in the same

transaction only as a limited dual agent and only with the express written consent of all other clients involved in the transaction.

(2) A brokerage acting as a limited dual agent may, at the option of the brokerage and with the express written consent of the other clients involved in the transaction, assign separate sales associates to each client to act on behalf of and represent that client solely. The designated broker shall not act as an assigned agent of the brokerage.

(3) The express written consent to limited dual agency shall contain separate signatures of all clients involved in the transaction and shall contain the following language:

**CONSENT TO LIMITED DUAL REPRESENTATION AND
ASSIGNED AGENCY**

The undersigned have received, read and understand the Agency Disclosure Brochure. The undersigned understand that the brokerage involved in this transaction may be providing agency representation to both the buyer and the seller. The undersigned each understands that, as an agent for both buyer/client and seller/client, a brokerage will be a limited dual agent of each client and cannot advocate on behalf of one client over another, and cannot legally disclose to either client certain confidential client information concerning price negotiations, terms or factors motivating the buyer/client to buy or the seller/client to sell without specific written permission of the client to whom the information pertains. The specific duties, obligations and limitations of a limited dual agent are contained in the Agency Disclosure Brochure as required by section 54-2085, Idaho Code. The undersigned each understands that a limited dual agent does not have a duty of undivided loyalty to either client.

The undersigned further acknowledge that, to the extent the brokerage firm offers assigned agency as a type of agency representation, individual sales associates may be assigned to represent each client to act solely on behalf of the client consistent with applicable duties set forth in Section 54-2087, Idaho Code. In an assigned agency situation, the designated broker (the broker who supervises the sales associates) will remain a limited dual agent of the client and shall have the duty to supervise the assigned agents in the fulfillment of their duties to their respective clients, to refrain from advocating on behalf of any one client over another, and to refrain from disclosing or using, without permission, confidential information of any other client with whom the brokerage has an agency relationship.

(4) All duties and obligations owed to a buyer/client or a seller/client under section 54-2087, Idaho Code, apply to limited dual agency relationships to the extent they do not unreasonably conflict with duties and obligations owed to the other client, except that:

(a) A limited dual agent shall not disclose any of the following without express written consent of the client to whom the information pertains:

(i) That a buyer is willing to pay more than the listing price of the property;

(ii) That a seller is willing to accept less than the listing price for the property;

(iii) The factors motivating the buyer to buy or the seller to sell;

(iv) That a buyer or seller will agree to a price or financing terms other than those offered.

(b) A limited dual agent does not have a duty of undivided loyalty to either buyer/client or seller/client, and by consenting to limited dual agency, the buyer and seller agree to those limitations.

(5) The following apply whenever a brokerage acting as a limited dual agent assigns separate sales associates to act on behalf of the separate clients:

(a) Designated broker. The designated broker continues to act as limited dual agent of each client with the duty to:

(i) Supervise the assigned agents in the fulfillment of their duties to their respective clients;

(ii) Refrain from advocating on behalf of any one client over another; and

(iii) Refrain from disclosing or using, without permission, confidential information of any other client with whom the brokerage has an agency relationship.

(b) Imputed knowledge. Knowledge of any fact known to the brokerage, its designated broker, or any other licensee associated with the brokerage, shall not be imputed to an assigned agent of the brokerage so as to create an impermissible conflict of interest. Nothing in this subsection shall diminish a licensee's duty with respect to facts actually known or that reasonably should have been known to the licensee.

(6) If a designated broker determines that confidential information of a client has been disclosed to another client in the transaction in violation of this section, the designated broker shall promptly provide written notice of the disclosure to the affected client.

(7) No cause of action for any buyer or seller shall arise against a limited dual agent for making any required or permitted disclosure under this act, nor does making such disclosure terminate the limited dual agency.

(8) Receipt of the agency disclosure brochure required by section 54-2085, Idaho Code, and the signed consent to dual representation by buyer and seller agreeing to limited dual agency representation shall be sufficient informed legal consent to dual representation under this act. A consent by the buyer and seller to possible dual representation in the future, such as may be contained in a written marketing or representation agreement between a brokerage and client, shall also be considered effective and informed legal consent to dual representation.

54-2089. Broker Compensation.

Payment of compensation or a written agreement only for payment of compensation to a brokerage shall not constitute an agreement for agency representation or otherwise create an agency relationship.

54-2090. (Reserved)

54-2091. Duration of Agency Relationship.

(1) A brokerage's agency relationship and corresponding representation duties under sections 54-2082 through 54-2097, Idaho Code, shall commence on the date indicated on the written agreement between the brokerage and a buyer/client or seller/ client and shall end at the earliest of:

(a) Performance or completion of the representation;

(b) Agreement by the parties;

(c) Expiration of the agency relationship agreement.

(2) Nothing in sections 54-2082 through 54-2097, Idaho Code, shall prohibit the brokerage and the buyer or seller from changing the legal nature of their relationship or representation in accordance with such sections during the course of the real estate transaction. However, the brokerage is not relieved thereby from meeting the disclosure requirements and obtaining the written agreements, consents or confirmations required by sections 54-2082 through 54-2097, Idaho Code.

54-2092. Duties and Obligations Owed After Termination of Representation.

Except as otherwise agreed in writing, a brokerage owes no further duty or obligation to a client after termination of the agreed representation except:

(1) Accounting for all moneys and property received by the brokerage during the representation; and

(2) Maintaining the confidentiality of all information defined as confidential client information by this act.

54-2093. Vicarious Liability Abolished.

(1) A client, as defined in this chapter, whether buyer or seller, shall not be liable for a wrongful act, error, omission or misrepresentation of his broker or his broker's licensees unless the client had actual knowledge of or reasonably should have known of the wrongful act, error, omission or misrepresentation.

(2) A licensee or brokerage engaged in representation of a client shall be entitled to rely upon representations made by a client and shall not be liable for a wrongful act, error, omission or misrepresentation made by the client unless the licensee or brokerage had actual knowledge or reasonably should have known of the wrongful act, error, omission or misrepresentation.

(3) Nothing in this section shall be construed to diminish or limit any of the broker's or licensee's responsibilities under chapter 20, title 54, Idaho Code, or the rules promulgated thereunder.

54-2094. Representation Not Fiduciary in Nature.

While this act is intended to abrogate the common law of agency as it applies to regulated real estate transactions, nothing in this act shall prohibit a brokerage from entering into a written agreement with a buyer or seller which creates an agency relationship in which the duties and obligations are greater than those provided in this act. However, unless greater duties are specifically agreed to in writing between the brokerage and a represented client, the duties and obligations owed to a represented client in a regulated real estate transaction are not fiduciary in nature and are not subject to equitable remedies for breach of fiduciary duty.

54-2095. Conflicts with Other Law.

If the provisions of this act are found to be in conflict with any other provision of Idaho law, the provisions of this act shall control.

54-2096. Severability.

The provisions of this chapter are severable and if any provision of this chapter or the application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of the remaining portions of this chapter.

54-2097. Rulemaking Authority of the Commission.

The Idaho real estate commission shall have authority to promulgate rules in accordance with the provisions of chapter 52, title 67, Idaho Code, to implement the provisions of this chapter.

Chapter 41, Title 54: Idaho Real Estate Appraisers Act.

54-4103. Unlawful Practice of Appraisal.

[. . .] It shall be unlawful for any person to appraise, practice appraisal, assume to act as, or hold themselves out to the public as an appraiser, or carry on the calling of an appraiser within the state, or to perform an appraisal of real estate located in this state unless the person has first been licensed or certified by the board under the provisions of this chapter.

54-4104. Definitions.

As used in this chapter:

(1) “Appraisal” or “real estate appraisal” means an opinion or conclusion of value of identified real estate.

[. . .] (6) “Broker’s price opinion” means a written price opinion of the estimated price for identified real property that is prepared by a real estate broker or associate broker licensed under chapter 20, title 54, Idaho Code, pursuant to the requirements and content provisions for the broker’s price opinions contained in this chapter.

(7) “Federally related transaction” means any real estate related financial transaction that a federally regulated institution, regulatory agency, or the resolution trust corporation engages in, funds, contracts for, or regulates.

[. . .] (12) “Real property” or “real estate” means and includes leaseholds as well as any other interest or estate in land, whether corporeal, incorporeal, freehold or non- freehold and whether situated in this state or elsewhere.

54-4105. Exceptions.

[. . .] (2) The provisions of this chapter shall not apply to a licensed real estate broker, associate broker or salesperson who, in the ordinary course of his business gives an opinion of the price of real estate for the purpose of a prospective listing or sale, provided that such person does not represent himself as being a state licensed or certified real estate appraiser.

(1) The provisions of this chapter shall not prohibit a real estate broker or associate broker licensed under chapter 20, title 54, Idaho Code, whose license is active and in good standing, from rendering a broker’s price opinion, for which the broker may charge a fee, provided the broker’s price opinion complies with the following requirements:

(a) The broker’s price opinion shall be in writing and contain the following:

- (i) A statement of the intended purpose of the price opinion;
- (ii) A brief description of the subject property and property interested to be priced;
- (iii) The basis of reasoning used to reach the conclusion of the price, including the applicable market data and/or capitalization computation;
- (iv) Any assumptions or limiting computation;
- (v) A disclosure of any existing or contemplated interest of the broker(s) issuing the opinion;
- (vi) The name and signature of the broker(s) issuing the price opinion and the date of its issuance;
- (vii) A disclaimer that, unless the broker is licensed under the Idaho real estate appraisers act, chapter 41, title 54, Idaho Code, the report is not intended to meet the uniform standards of professional appraisal practice;

(viii) A disclaimer that the broker's price opinion is not intended to be an appraisal of the market value of the property, and that if an appraisal is desired, the services of a licensed or certified appraiser should be obtained.

The broker's price opinion permitted under this chapter may not be used as an appraisal, or in lieu of an appraisal, in a federally related transaction.[. . .]

Chapter 5, Title 9, Section 9-508. Real Estate Commission Contracts to be in Writing.

No contract for the payment of any sum of money or thing of value, as and for a commission or reward for the finding or procuring by one person of a purchaser of real estate of another shall be valid unless the same shall be in writing, signed by the owner of such real estate, or his legal, appointed and duly qualified representative.

Chapter 28, Title 55: Psychologically Impacted Real Property

55-2801. Psychologically Impacted Defined.

As used in this chapter, "psychologically impacted" means the effect of certain circumstances surrounding real property which include, but are not limited to, the fact or suspicion that real property might be or is impacted as a result of facts or suspicions including, but not limited to the following:

(2) That an occupant or prior occupant of the real property is or was at any time suspected of being infected or has been infected with a disease which has been determined by medical evidence to be highly unlikely to be transmitted through the occupancy of a dwelling place; or

(3) That a registered or suspected sex offender occupied or resides near the property.

55-2802. No Cause of Action.

No cause of action shall arise against an owner of real property or a representative of the owner for a failure to disclose to the transferee of the real property or a representative of the transferee that the real property was psychologically impacted.

55-2803. Request for Disclosure.

In the event that a purchaser who is in the process of making a bona fide offer advises the owner's representative in writing that knowledge of whether the property may be psychologically impacted is an important factor in the purchaser's decision to purchase the property, the owner's representative shall make inquiry of the owner and, with the consent of the owner and subject to and consistent with the applicable laws of privacy, shall report any findings to the purchaser. If the owner refuses disclosure, the owner's representative shall advise the purchaser or the purchaser's representative that the information will not be disclosed.

The Rules in this Booklet are current as of July 1, 2025. Rule changes may be adopted and become effective after that date. The current Rules of the Commission are published in the Idaho Administrative Code, which may be viewed online at: adminrules.idaho.gov/rules/current/24/243701.pdf

IDAPA 24, TITLE 37, CHAPTER 01
(Rules of the Idaho Real Estate Commission)

000. Legal Authority.

This chapter is adopted pursuant to Sections 54-2007, 67-2504, 67-2614, 67-9409, and 67-9406, Idaho Code.

001. Scope.

These rules contain the requirements for implementation and enforcement of the Idaho Real Estate License Law, the Idaho Real Estate Brokerage Representation Act, and the Subdivided Lands Disposition Act, contained in Chapter 20, Title 54, or Chapter 18, Title 55, Idaho Code.

002. – 099. (Reserved)

100. Licensure.

01. Renewal of Expired License. If an active license expires, the licensee must complete and submit with the application an attestation that during the period the license was expired, the licensee either did or did not do or attempt to do any acts described in the definitions of real estate broker or salesperson in Section 54-2004, Idaho Code.

02. Mandatory Error and Omissions Insurance. Every licensee will certify such coverage to the Commission in the form and manner prescribed by statute, these rules, and any policy adopted by the Commission.

03. Insurance Plan. The Commission will make available to all active licensees, subject to terms and availability from a qualified insurance carrier, a policy of Errors and Omissions Insurance under a Group Plan obtained by the Commission. Licensees may obtain errors and omissions insurance independently of the Group Policy available through the Commission, subject, however, to the terms and conditions set forth in these rules.

a. Insurance Carrier. For the purposes of this section:

(i) Shall maintain an A.M. Best Company rating of B+ or better, and an A.M. Best Financial Size Category of Class VI or higher;

(ii) Is and will remain for the policy term duly authorized by the Idaho Department of Insurance to do business in the state of Idaho as an insurance carrier; and

(iii) Is and will remain for the policy term qualified and authorized by the Idaho Department of Insurance to write policies of errors and omissions insurance in Idaho of the type contemplated by these rules.

b. Approved Policy. The policy shall cover all activities contemplated under Chapter 20, Title 54, Idaho Code, be subject to such terms and conditions as are customary in the insurance industry for policies of errors and omissions insurance, which are otherwise permissible under Idaho law and the rules of the Idaho Insurance Department, and which are contained in a policy of insurance which has been approved by the Department of Insurance.

That policy shall provide, at a minimum, the following terms and conditions:

	Limit Liability Coverage for Each Occurrence Not Less Than	Annual Aggregate Limit Not Less Than
Individual License Coverage	\$100,000*	\$300,000*
Firm Coverage	\$500,000*	\$1,000,000*
*Not including costs of investigation and defense		

(i) A deductible amount of not greater than three thousand five hundred dollars (\$3,500), which includes costs of investigation and defense;

(ii) A policy period equal to each licensee's two (2) year license renewal date or the prorated equivalent, or, if an annually renewable policy, a statement of the policy period, and in either case, the policy shall provide for continuous coverage during the policy period;

(iii) An extended reporting period per insured of at least ninety (90) days following termination of the policy period; and

(iv) Prior acts coverage shall be offered to licensees with continuous past coverage.

04. Failure to Maintain Insurance. Failure of a licensee to obtain and maintain insurance coverage required by Section 54-2013, Idaho Code, regardless whether coverage is later obtained and made retroactive by the carrier, will result in denial or inactivation of any active license and will be deemed insufficient application for licensure under Section 67-5254, Idaho Code. A late insurance renewal is considered failure to maintain insurance. Failure to maintain insurance shall be grounds for disciplinary action.

05. Falsification Of Certificates. Any licensee who, acting alone or in concert with others, willfully or knowingly causes or allows a certificate of coverage to be filed with, or produced to, the commission which is false, fraudulent, or misleading, will be subject to disciplinary action, including but not limited to suspension or revocation of license, in accordance with Chapter 52, Title 67, Idaho Code; provided, however, that nothing herein will entitle such licensee to notice and hearing on the automatic inactivation of license.

100. – 149. (Reserved)

150. Education.

01. Education Records Access. As provided for in Section 74-106, Idaho Code, the Commission may enable a designated broker to access and review the education records of any licensee currently licensed with the broker.

02. Approved Topics For Continuing Education.

a. Topics Not Eligible for Continuing Education Credits. Topics which are specifically exam preparation in nature or not directly related to real estate brokerage practice will not be eligible for approval.

03. Minimum Teaching Standards. All courses offered for credit by a certified provider will be taught in accordance with the standards and written policies adopted by the Real Estate Commission. Course instructors will conduct themselves in a professional manner when performing instructional duties and will not engage in conduct that criticizes, degrades, or disparages the Commission, any student, other instructor, brokerage, agency, or organization.

a. Certification Requirement. A course required to be taught by a Commission-certified or Commission-approved instructor will be taught only by an instructor that is currently approved or certified for that course.

b. Attendance Requirement. The course instructor will adhere to the Commission’s written attendance policy and credit hours will only be submitted for students who have successfully met the attendance requirements for which the course was approved.

c. Maintaining Exam Security. The instructor will take reasonable steps to protect the security of course examinations and will not allow students to retain copies of final course examinations or the exam answer key.

d. Use of Exam Questions Prohibited. The instructor will not obtain or use, or attempt to obtain or use, in any manner or form, Idaho real estate licensing examination questions.

151. – 199. (Reserved)

200. Practice Standards.

01. Electronic Signatures. Electronic signatures are permissible in accordance with the Uniform Electronic Transactions Act, Title 28, Chapter 50.

02. Disputes Concerning Commissions and Fees. The Idaho Real Estate Commission will not be involved in the resolution of disputes between licensees or between licensees and buyers and sellers concerning matters of commissions or fees.

03. Legal Opinions. A broker or sales associate will not discourage any party to a real estate transaction from seeking the advice of an attorney.

201.– 299. (Reserved)

300. Discipline.

Any violation of these rules, or of any provision of Chapter 20, Title 54, or Chapter 18, Title 55, Idaho Code, is sufficient cause for disciplinary action as prescribed in Sections 54-2059, 54-2060, or 55-1811, Idaho Code.

301. – 399. (Reserved)

400. Fees.

License and other fees:

	Initial License	Renewal	Late Fee	Other
Broker	\$135	\$135	\$25	
Salesperson	\$135	\$135	\$25	
Business Entity	\$50	\$50	\$25	
Branch Office	\$50	\$50	\$25	
Cooperative License	\$100			
Education or License History				\$10
License Certificate				\$15

401. – 999. (Reserved)

IDAHO REAL ESTATE COMMISSION GUIDELINES

The Guidelines in this Booklet are current as of July 1, 2025. The Commissioners may revise Guidelines at any time during the year. View the most recent version of the Guidelines at <https://dopl.idaho.gov/rec/rec-statutes-rules-and-guidance/>.

GUIDELINE #1

(Revised March 2008)

CANCELATION OR WITHDRAWAL OF LISTINGS

The rights of an owner to withdraw a listing or of either party to cancel a listing agreement are determined by contract law and court decisions, and the facts in each case bear heavily on the result. As used in this guideline there are two specific terms:

- **Withdrawal of the Listing:** when an owner instructs a brokerage not to promote the property for sale, and not to deliver any additional offers. The contract remains in full force and effect.
- **Cancellation of the Listing Agreement:** when the broker, the owner or both fully terminate their listing agreement. Cancellation may be by either party, or by the mutual consent of both.

An owner may, at any time, “withdraw” from the broker the authority to sell the property. Some listing agreements specify a penalty for early withdrawal of the property from sale by the owner. Even if no penalty is specified in the contract, the court might award damages to a broker if the seller has acted unreasonably and the broker has acted in good faith.

When an owner “cancels” a listing agreement, (i.e., fires the broker), he or she is essentially “breaking” the contract. Unless the owner has sufficient *legal* justification to break the contract, he or she may be required to pay the losses, or damages, incurred by the broker. Such damages can include the out-of-pocket costs incurred by the broker, or the full commission the broker would have earned had the owner not cancelled the contract.

An owner who cancels a listing agreement might – or might not - have sufficient legal justification. In some cases, the owner may cancel because the broker is not adequately marketing the property or is not otherwise performing his obligations under the contract. In other cases, the owner may cancel in an attempt to avoid having to pay the broker’s commission.

Likewise, a broker who cancels a listing agreement could be held liable for breaking the contract. Unless the broker has sufficient *legal* justification to break the contract, the broker could be ordered by a court to pay losses that the owner proves resulted from the cancellation.

Owners and brokers may agree between themselves as to how to resolve their listing agreement disputes. If such disputes are not resolved between the parties, however, either party may bring a civil lawsuit and have a court determine whether breaking the contract was legally justified, or whether to order one party to pay money damages to the other.

The Idaho Real Estate Commission does not have authority to decide listing cancellation disputes.

GUIDELINE #2
(Revised May 2018)

BROKERING IDAHO PROPERTY REQUIRES AN IDAHO REAL ESTATE LICENSE

This Guideline is designed to advise all brokers and salespersons, whether licensed in Idaho or in another state, that, in order to engage in any real estate brokering activities relating to Idaho real property, a broker or salesperson must hold an active Idaho real estate license. This is true even if the broker, salesperson, or their clients do not reside in or personally enter this state.

1. An Idaho license is required to engage in any brokering activities relating to Idaho real property.

Idaho law flatly prohibits any person from engaging in any act of a “real estate broker” in this state without an active Idaho real estate license. Idaho Code 54-2002.

“Real estate broker” is defined in the license law to include “any person who, directly or indirectly, while acting for another for compensation or promise or expectation thereof, sells, lists, buys, or negotiates, or offers to sell, list, buy or negotiate the purchase, sale, option or exchange of real estate,” and also includes “any person who represents to the public” that he is engaging in any of these acts. Idaho Code 54-2004(36). This also includes “any person who directly or indirectly engages in, directs, or takes any part in the procuring of prospects, or in the negotiating or closing of any transaction which does or is calculated to result in any of the acts above set forth.” The Commission interprets procuring prospects to include any marketing or advertising designed to attract the attention of buyers or sellers.

A person is “acting in this state” if he is “dealing with any interest in real property... that is situated in this state...” Idaho Code 54-2004(2).

Under Idaho Code, then, any person who “sells, lists, buys or negotiates” the purchase or sale of real property “situated in this state” is, by definition, engaging in acts requiring an Idaho real estate license.

2. A person who does not hold an Idaho license may not “co-broker” Idaho property with an Idaho-licensed broker.

Idaho Code provides no mechanism to allow a person who does not hold an Idaho license to “co-broker” Idaho property with an Idaho-licensed broker. To the contrary, the law states that each person who performs any defined brokering act – whether as salesperson or broker – must hold an active Idaho license. Idaho Code 54-2002. A person who engages in any defined act of “real estate broker” – including selling, listing, buying, or negotiating the purchase or sale of Idaho real property – but who does not hold an active *Idaho* license is guilty of unlicensed practice, regardless of any contractual arrangement with an Idaho-licensed brokerage.

3. An Idaho designated broker may not “co-broker” Idaho property with a person who does not hold an Idaho license.

Similarly, an Idaho designated broker violates the license law if he “co-brokers” Idaho property with a person who does not hold an active Idaho license.

Idaho designated brokers should also be aware of the license law’s prohibition against “lending” or “permitting” a license to be used to carry on a business for which an Idaho broker’s license is required. Lending a license includes, but is not limited to:

- An Idaho broker allowing a licensee affiliated with another brokerage to use their name and licensee number for the purpose of a transaction.
- An Idaho broker allowing an out of state licensee to use their name but failing to require the out of state licensee to obtain a cooperative license.
- An Idaho broker agreeing to be the responsible broker for a transaction, but taking no action beyond that.

Under the license law, the Idaho designated broker must “actively manage and have full control” of the transaction. Idaho Code 54-2040(5). Thus, an Idaho designated broker may not contract away his statutory management responsibilities; the Idaho designated broker, and not any other person, must be the active manager in control of the Idaho transactions.

4. Fee-sharing arrangements between licensed brokers.

The license law prohibits Idaho brokers from “fee-splitting,” i.e., sharing brokerage fees with, or paying any portion to, any person *except* persons who are licensed “in Idaho or another state or jurisdiction.” Idaho Code 54-2054(2).

This “fee-splitting prohibition” does not apply to fee arrangements made between Idaho-licensed brokers and brokerages licensed in other states. A proper fee sharing arrangement, such as a referral fee, is not regulated by the Commission as “the Idaho Real Estate Commission shall not be involved in the resolution of disputes between licensees or between licensees and buyers and sellers concerning matters of commissions or fees.” Rule 300.

5. Obtaining a cooperative Idaho real estate license.

Although any out-of-state licensee is welcome to obtain an Idaho real estate license through the traditional licensing method, Idaho has adopted a streamlined method to obtain an active Idaho real estate license called a cooperative license. The Idaho Real Estate Commission considers the out-of-state broker and their salespeople as having a proper active Idaho license after obtaining Idaho’s cooperative license.

A cooperative license applies only to transactions on commercial properties, as defined in Idaho Code 54-2004(13). The cooperative license is not available for transactions on residential and agricultural properties. The cooperative license will be valid for one transaction only. The cooperative license is valid for one year, but the brokers may reapply for another subsequent cooperative license as many times as necessary to complete the transaction. An out-of-state broker may apply for multiple cooperative licenses at a time. Each cooperative license carries its own separate fee.

To obtain a cooperative Idaho license the out-of-state broker must find an actively licensed Idaho broker to be named on the application. Both brokers must sign the application. The application will also list any of the out-of-state's broker's licensees that may be assisting in the transaction, if any. The Idaho designated broker will be responsible for the supervision of the transaction and all licensees working on the transaction. An Idaho broker must be the responsible broker and all rules governing responsible brokers still apply. The Idaho broker must maintain a complete transaction file and adhere to all the Idaho requirements for document retention. The application must be made, and the cooperative license granted, before any out-of-state licensee performs any activity requiring an active Idaho license.

The Idaho broker shall remain fully responsible and accountable for all entrusted moneys and property until a full accounting has been given to the parties involved. See Idaho Code 54-2041(5). Once the cooperative license is granted, the out-of-state broker and any of their named licensees may conduct any activity requiring an active Idaho license – sell, list, buy, negotiate, or offer to sell, list, buy, negotiate, and procure prospects – for that single Idaho transaction.

The Idaho Real Estate Commission provides a form and process to obtain the cooperative license, and requires certain criteria such a filing a Consent to Service with the Executive Director of the Idaho Real Estate Commission, a certified license history from their home state of licensure, and a current errors and omissions insurance policy. Additional information may be found in Idaho code section 54-2017.

GUIDELINE #3
(Revised July 2014)

REGULAR EMPLOYEE STATUS DETERMINATION

The License Law recognizes an exception to the licensure requirement when the acquisition, exchange, or disposition of real property is by the property owner “or a **regular employee** of the owner” acting within the scope of his or her employment.” Idaho Code § 54-2003(1)(b).

In 2014, the legislature adopted a bright-line test for distinguishing a “regular employee” from an independent contractor. For purposes of the licensure exemption:

“Regular employee” means an individual who performs a service for wages or other compensation and whose employer withholds **federal employment taxes** under a **contract of hire**, written or oral, express or implied. Idaho Code § 54-2004(42) (emphasis added).

The “federal employment taxes” an employer is required to withhold generally consist of federal income taxes, social security taxes and Medicare taxes. See IRS Pub. 15 (Circular E), Employer’s Tax Guide, <https://www.irs.gov/pub/irs-pdf/p15.pdf>.

A “contract of hire” means an agreement by which the individual provides labor or services to the owner/employer for wages or remuneration or other thing of value supplied by the owner/employer. The agreement need not be in writing. As

stated in the statute, the contract of hire may be written or oral, express or implied. *See also Daleiden v. Jefferson County Joint School Dist.* No. 251, 80 P.3d 1067, 139 Idaho 466 (Idaho 2003).

GUIDELINE #4
(Revised December 2019)

**AGENCY DISCLOSURE BROCHURE (“THE BLUE BROCHURE”)
RECORD KEEPING REQUIREMENTS**

The Agency Disclosure Brochure, or “Blue Brochure,” is the statutorily required disclosure form that licensees must give prospective buyers & sellers of real estate. To ensure that this disclosure is made, the law requires that brokerages keep a record of the buyer or seller’s receipt.

Specifically, section 54-2085, Idaho Code, provides, in relevant part:

(1) A licensee shall give to a prospective buyer or seller at the first substantial business contact the agency disclosure brochure adopted or approved by the Idaho Real Estate Commission. The Commission by motion shall establish the form and contents of the brochure in accordance with the provisions of this chapter. Each brokerage shall keep a signed and dated record of a buyer or seller’s receipt of the agency disclosure brochure.

This Guideline attempts to address questions that frequently arise concerning the “record” that is required to be kept under the statute.

Question #1: When is the first substantial business contact? Does it have to be at the same time, every time? Why or why not?

Answer: It depends on the context of the contact—if there are any discussions related to information that could be confidential, it should be considered substantial. As the meaning of substantial business contact can be considered situational, it is unlikely that a licensee will be presenting the Agency Disclosure Brochure at the same time, every time. However, some licensees find it prudent to present the Agency Disclosure Brochure at the beginning of any real estate related conversation.

Question #2: Must licensees use the “receipt” printed in the Agency Disclosure Brochure as the buyer or seller “record of receipt”?

Answer: No. While the law requires “a signed and dated record” of receipt, it does not specify the form of that receipt. The Commission has long recognized that acknowledgments included in a signed and dated Purchase and Sale Agreement, or in another document prepared in connection with a real estate transaction, can provide the record of receipt required by statute.

As a matter of good practice, however, many brokerages maintain an office policy requiring licensees to use the Agency Disclosure Brochure’s receipt. Using the included receipt provides the brokerage with documentation of when the licensee gave it to the consumer; thereby protecting the brokerage against any future claim

by a disgruntled consumer that the licensee failed to timely give them the Agency Disclosure Brochure.

Question #3: If a buyer or seller refuses to accept the Agency Disclosure Brochure or refuses to sign any receipt, can a brokerage still comply with the statute?

Answer: Yes. Buyers and sellers can refuse to accept—or refuse to acknowledge receipt of—the Agency Disclosure Brochure. This most often occurs when the transaction documents are drafted by a bank, attorney, or someone other than a licensee over whom the Commission has no authority. Where such refusal occurs, the Commission advises that licensees document their attempts to give the Agency Disclosure Brochure and to obtain a receipt and also document the buyer or seller's response. Such documentation kept within the transaction file will be deemed as compliance with the statute by the Commission.

A similar predicament occurs where a bank or attorney that drafts the transaction documents declines to include the “Representation Confirmation and Acknowledgement of Disclosure” verbiage required by the License Law under section 54-2085(4), Idaho Code. Again, the Commission recognizes the licensee's limited control over the parties and advises that licensees provide the documentation that is within their control, even if the other party or parties refuse to sign.

(4) In addition, a purchase and sale agreement, an attachment thereto, or other document drafted in connection with a regulated real estate transaction shall contain the following confirmation of the relationship, whether it involved representation or not, between the buyer, seller and licensees involved...

...Each party signing this document confirms that he has received, read and understood the Agency Disclosure Brochure adopted or approved by the Idaho Real Estate Commission and has consented to the relationship confirmed above. In addition, each party confirms that the brokerage's agency office policy was made available for inspection and review. EACH PARTY UNDERSTANDS THAT HE IS A “CUSTOMER” AND IS NOT REPRESENTED BY A BROKERAGE UNLESS THERE IS A SIGNED WRITTEN AGREEMENT FOR AGENCY REPRESENTATION.

Question #4: What happens if any (or all) of this is misplaced, forgotten, or ignored?

This would be considered a violation of license law and could potentially lead to disciplinary action, as outlined in Idaho Code 54-2085(5):

(5) The failure of a licensee to timely give a buyer or seller the agency disclosure brochure or the failure of a licensee to properly and timely obtain any written agreement or confirmation required by this chapter shall be a violation of the Idaho real estate license law and may subject the licensee to disciplinary action according to the provisions of sections 54-2058 through 54-2078, Idaho Code.

GUIDELINE #5

(Revised December 2019)

DISCLOSURE OF TRANSACTION FEES - WHEN REQUIRED

The Commission has received questions concerning the circumstances under which a brokerage is required to disclose, to all parties, the fact that it is charging or receiving a transaction fee. The inquiries pertain to the application of Section 54-2054, Idaho Code.

This provision requires that, whenever the brokerage is receiving “compensation” “from more than one party” (e.g., when the brokerage is receiving compensation from both the buyer and the seller), the brokerage must make a “full disclosure in writing to all parties.”

When Disclosure Is Required

The statute’s disclosure requirement is triggered **only** when the brokerage is going to receive **compensation** from the buyer **and** the seller. If the broker is being paid by **only one** of the parties, then disclosure is **not** required.

The brokerage’s agency (and non-agency) relationships have no direct bearing on the application of the statute. If the broker is receiving compensation from both the buyer and the seller, the broker is required to make the disclosure, regardless of whether the broker is representing both parties (e.g., in-house transaction), or whether the broker is representing only one party (e.g., the other party is working with or being represented by a different broker).

The following scenarios demonstrate how the statute is applied:

A. The listing broker is getting a portion of the brokerage fee from the seller and a transaction fee, also from the seller. Because the listing broker is receiving compensation from only one party to the transaction, the disclosure requirement does **NOT** apply.

B. The listing brokerage is getting a transaction fee from the buyer (even though the buyer is represented by another office), and the listing brokerage is also getting a portion of the brokerage fee from the seller. Because the listing brokerage will be receiving compensation from each party, the listing brokerage **IS** required to make the written disclosure to all parties.

C. The listing broker is not the buyer’s broker. The listing broker receives only a portion of the brokerage fee from the seller (as provided in the MLS agreement) and charges no fee to the buyer. However, the buyer’s broker receives a portion of the brokerage fee from the seller, and also receives a transaction fee from the buyer. Because the buyer’s broker is receiving compensation from the buyer (transaction fee) and the seller (portion of the brokerage fee), **the buyer’s broker must make the disclosure to all parties**. However, because the listing broker is receiving compensation from the seller only, the listing broker is **NOT** required to make the disclosure.

D. The buyer’s broker receives a portion of the brokerage fee from the seller (as provided in the MLS agreement) and charges no other transaction fee or

commission to the buyer. The same broker enters a separate agreement with the buyer to provide additional services outside of the purchase and sale transaction, e.g., as a professional consultant/representative for the buyer in the planning a zoning permitting process, or as a property manager. The statute would **NOT** be triggered, and the broker would **NOT** have to disclose the receipt of compensation from outside consulting services or property management services. Although the broker clearly is charging/accepting “compensation” from someone who is a party in the transaction, that compensation is not being charged/accepted “in the one (1) transaction,” but for services performed outside of the transaction.

Form and Content of the Disclosure.

When disclosure is required, it must be made “in writing.” There is no requirement that it be made in any particular form or contained in any particular document. Whatever form is used, the Commission strongly advises the broker to obtain the parties’ initials or signatures and dates to document that the required disclosure was in fact made.

The statute does not dictate the contents of the disclosure and the Commission prescribes none. However, for audit purposes, the Commission will deem the requirement satisfied by a written statement, provided to and acknowledged by both parties, containing the following:

“In this transaction, this brokerage will be receiving compensation in the form of a commission and/or transaction fee from both the Buyer and the Seller.”

GUIDELINE #6

(Reviewed March 2019)

OFFERING GUARANTEES

Some licensees offer guarantees to consumers. They do so for various reasons, from creating a perception in the marketplace to simply trying to attract more customers and clients.

Guarantees are not prohibited. They can be somewhat risky, however, and this Guideline is presented to help licensees understand how the Commission enforces the license law as it pertains to guarantees.

There are a variety of guarantees being offered by licensees. The Commission has seen complex arrangements where the licensee lists a property for sale and guarantees to personally buy the property if it doesn’t sell within a certain period of time. The Commission has also seen guaranteed buyback programs for dissatisfied purchasers and even guarantees for finite sums of money.

No matter what type of guarantee is being offered, the licensee offering it must have cash or immediately available funds, in an amount sufficient to honor the guarantee, at the time the agreement is entered and throughout the entire contract period. Merely knowing someone who may want to invest in the project, or planning to have the money in hand when the time comes, is not sufficient.

Improper use of a guarantee offer has been interpreted by the Commission to constitute misleading advertising and, under certain circumstances, can even rise to

the level of reckless conduct, agency violations, or dishonest and dishonorable dealing.

Further, certain types of advertising are considered misleading under Idaho's Consumer Protection Act, under the jurisdiction of the Attorney General's Office¹. For example, advertising a guarantee with the intent not to sell a guarantee but to lure consumers to contact the licensee, and then switch the consumer to other products or services, could be considered illegal "bait and switch" advertising prohibited under the Idaho Consumer Protection Act. A licensee who violates the Consumer Protection Act could be subject to prosecution by the Attorney General in addition to any discipline imposed by the Commission.

Licensees who enter into guarantee transactions are subject to the disclosure requirements applicable to licensees dealing with their own property (*see* Idaho Code 54-2055).

Here are some additional points to remember about offering guarantees:

1. No licensee should offer or enter into any guarantee unless the licensee has adequate financial resources to meet the commitment. A licensee offering a guarantee should, if requested, provide the consumer proof the licensee has sufficient financial resources to satisfy his/her commitment.
2. Every guarantee must be in writing and contain all conditions and other terms under which the guarantee can be used, including all fees for the service or plan. When the property will be purchased as part of the guarantee, the price for which the property will be sold or purchased and the approximate net proceeds the consumer will receive must be included.
3. A guarantee must include a provision clearly stating the licensee's obligation to purchase property is enforceable **ONLY** at the option of the consumer.
4. A licensee offering or entering into guarantees must comply with the license law's disclosure requirements and run the transaction through his or her brokerage. Licensees must therefore advise their brokers that they are offering guarantees and determine whether such practice complies with the policies of the brokerage.
5. A licensee offering a guarantee should give good market exposure to each property covered by any such plan, and shall present to the consumer all offers received for each property, up to and until the time of closing of the guaranteed transaction.
6. Advertising. A licensee offering a guarantee is free to advertise and promote the plan as a service of the licensee available to those who qualify. However, a licensee may **NOT** advertise the plan in a manner likely to mislead consumers to believe the plan is available without restriction or costs, unless the plan is indeed available without restriction or costs. Any advertisement of a guarantee should include a conspicuous statement advising eligible consumers, costs and

¹ Licensees considering the use of guarantees are advised to review the Consumer Protection Act and Rules of Consumer Protection at <http://www.ag.idaho.gov/consumer-protection/consumer-manuals/>.

restrictions will apply (unless none do), and advising the consumer to inquire of the licensee as to the terms of the guarantee.

7. Disclosures. Prior to issuing a guarantee, a licensee should provide in writing to the consumer all details of the plan. These details should include the precise terms required to use the guarantee. When a property is being purchased, the exact price the licensee will pay for the property, or the precise formula used to determine the price, including an itemization of any and all costs taken into account in determining that price must be included. These details should also include the reason(s) for any difference between the listing or closing price and the price which the licensee agrees to pay.

8. The licensee who advertises a guarantee should, prior to working with a customer or client, advise the consumer whether he/she qualifies for the plan, and if so, explain any restrictions, conditions and costs that apply. The licensee is advised to obtain a signed written confirmation from the consumer that the terms of the guarantee have been explained, and the acknowledgment whether he/she does, or does not, qualify for the plan.

9. Licensees may NOT use a guarantee as a misleading advertisement or a false inducement to obtain a customers or clients. A licensee advertising a guarantee, or any other product or service, should be familiar with the state laws protecting consumers from unfair and misleading advertising, namely, section 54-2053(4) of the *Idaho Real Estate License Law*, and the Attorney General’s *Rules of Consumer Protection*.

GUIDELINE #7
(Revised May 2013)

GUIDELINES FOR “SUSPENDED” LICENSEES

Idaho’s license laws impose certain duties and consequences upon the salesperson or broker whose license is “suspended” as part of a disciplinary action taken pursuant to the Commission’s “Disciplinary Powers” or “suspended” under the statute’s “Automatic Suspension” provisions. This Guideline is intended to outline those duties and consequences. (This Guideline is not intended to address a situation in which the license has “expired” after the license period has elapsed and the license is not renewed.)

1. A person whose license is suspended is in the same position as an unlicensed person. Such person may not engage in any real estate activity that requires a real estate license, e.g., he or she may not list, sell, buy, or negotiate, or offer to list, sell or buy or negotiate the purchase, sale, option or exchange of real estate.
2. The person whose license is suspended may receive compensation during the suspended period only for acts performed during the period in which the person was properly licensed. For example, if the person negotiated a sale during the licensed period, the person may receive payment for performance of those acts even though the sale closes during the suspended period.
3. If the suspended person is a designated broker, any transaction that is closed during the period of suspension must be finalized by either another broker, an attorney, a title company, or a financial institution.

4. All advertising naming the suspended licensee, including but not limited to signs on office buildings and on “for sale” properties, must be removed. All evidence of the person’s licensure must be removed from public view.

5. If the suspended person is the designated broker, and if no other broker is designated to act for the brokerage company, the office must be closed during the period of suspension, and the licenses of all associated licensees will be made inactive by the Commission. Telephone service should be canceled, or the telephone must be answered by indicating to all callers that the office is closed due to the suspension of the broker’s real estate license.

6. If the suspended person is the designated broker for a licensed business entity, the law grants the entity ten (10) business days to designate a new broker. If no new broker is designated within the statutory period, the license of the entity is terminated, and the licenses of all associated licensees are inactivated by the Commission.

GUIDELINE #8
(Adopted May 2020)

OFF-MLS AND COMING SOON LISTINGS

The real estate industry has historically marketed listings for sale in the same fashion: take the listing, put up a sign, put it in the Multiple Listing Service (MLS) and commence other marketing techniques. Industry trends are appearing that have altered these methods in some transactions. Two of these practices are Off-MLS and Coming Soon listings.

First, the definitions of each:

• **Coming Soon Listings:**

A Coming Soon Listing is a listing that the Seller and listing Broker have agreed will be marketed for sale immediately, but no Buyers or Agents are allowed to view the property until the coming soon phase is complete. Reasons for this agreement vary but include the Seller is making needed repairs, the Seller wishes to move out prior to showings, or the Seller and Broker wish to build pent up demand.

• **Off-MLS Listings:**

An Off-MLS Listing is a listing that the Seller and listing Broker have agreed will never be marketed in the MLS. The listing Broker uses other marketing techniques to procure Buyers for the property, just not the MLS.

• **Other names of Off-MLS listings include:**

- Pocket Listings
- Office Exclusive Listings

The Idaho Real Estate Commission receives calls about properties being marketed as Off-MLS and Coming Soon and offer the following guidance. There may be legitimate reasons to promote a property like this, and there are also improper reasons. The Idaho Real Estate Commission (IREC) takes no position on Off-MLS and Coming Soon listings aside from how Idaho license law may play a part. Three issues licensees need to remain aware of are **Marketing too soon, Failed**

Agency Duties and Not Presenting All Offers to the Seller.

1. **Marketing too soon.** Idaho Code 54-2050 states that all representation agreements must be in writing. In order to advertise a property for sale the brokerage company must have a written listing agreement signed by the property owner(s). This is required **before** placing a sign on the property and **before** ANY marketing activities begin. This includes properties to be marketed *on and off* the MLS. A property owner's verbal agreement and promise to pay you a fee if you can bring them a Buyer but refuses to sign a listing agreement, is not a listing. Remember, the Seller(s) must sign documents giving the Broker and/or Agent permission to commence marketing in any fashion.

2. **Failed Agency Duties to a Client.** When a Brokerage is representing a Seller, Idaho Code 54-2087(4) requires the licensee to promote the best interest of the [Seller] client, and to seek a Buyer to purchase the property at a price and under terms and conditions acceptable to the Seller.

Agency duties are mandatory and may never be waived or abrogated. Those duties are violated when the licensee does not act solely in the client's best interest.

3. **Not Presenting All Offers to the Seller.** Listing Agents need to remember Idaho Code 54-2051(1) which requires the Seller be presented every written offer to purchase as promptly as practicable. This applies to all listings, even Off-MLS and Coming Soon listings.

If the listing Agent receives an offer to purchase from a Buyer working with a different company than the listing company or outside the targeted network of selected companies and/or Buyers, they are still required to present that offer to the Seller as soon as practicable.

Aside from those statutory duties, the Idaho Real Estate Commission has no further authority over these types of property marketing. That said, additional commentary is warranted. IREC maintains there are both **proper** and **improper** uses of Off-MLS and Coming Soon listings.

1. **Proper use:** Off-MLS listings may not violate state law, REALTOR® Code of Ethics, or MLS rule. But you still:

- Must have a signed listing agreement with all property owners
- Must have a compelling reason that it is in the best interest of the Seller client
- Must have the Seller's informed consent in writing to NOT place it in the MLS or hold it out as Coming Soon
- Understand that it restricts showings and potential offers from MANY potential Buyers who would have seen it on the MLS

It is acceptable to withhold listings from the MLS at the express direction of the Seller who may have a personal interest to limiting the exposure of their property. Reasons a Seller might choose to retain the listing as Off-MLS or Coming Soon might be privacy, confidentiality, or even a desire to limit or restrict access to the property. Additionally, the Seller may wish to complete repairs or otherwise get the property in a more market ready condition while their Agent begins to market the property.

Coming Soon listings are proper when ALL interested Buyers must wait to see the property once the Coming Soon phase is complete.

2. **Improper use:** Off-MLS and Coming Soon listings may also be a concern if used for the wrong reasons or without the Seller's understanding the potential consequences of limited market exposure. This happens when:

- There is no signed listing agreement
- It is not in the Seller's best interest
- It is done without the Seller's written consent
- It is only shown to a select group of Buyers

It is a widely known that exposing the listing to the widest possible audience for a reasonable amount of time provides the best chances for the Seller to receive the most favorable offers.

An Off-MLS listing drastically reduces its exposure to the market, which may result in the Seller not receiving the best possible offer, since potential Buyers may never have had the chance to view the property. Properties sold through an MLS typically command higher sales prices by promotion of the property to a wider range of potential Buyers. An MLS also provides an economic incentive to agents by offering compensation to buyer agents who show their clients the listed properties, which in turn brings more Buyers to the property and gives the property a wider exposure.

Encouraging a Seller to allow the listing company, team or agent to market the property Off-MLS solely for the purpose of collecting a larger commission by not cooperating with other brokers and agents is seen as placing their own personal interest above the interests of their clients.

The Idaho Real Estate Commission warns that Off-MLS listing arrangements and advertising that is used to market a property to only a select group, such as investors or Buyers represented by the listing agent, team or company, may be self-serving and constitute an agency violation.

Coming Soon listings are improper when it allows the only the listing agent and listing company to show and sell the listing during the coming soon phase, but all other interested Buyers from other companies must wait to see the property once the coming soon phase is complete.

With such a high percentage of active Idaho licensees as members of the National Association of REALTORS® (NAR), it bears mentioning NAR's Clear Cooperation Policy that imposes on its members duties to cooperate with other firms and their licensees. Additionally, MLSs have rules and policies its members must follow.

Although improper Off-MLS advertising may violate state laws and regulations, marketing property Off-MLS is not inherently wrong or illegal. If this technique is used by the listing agent or office, be sure to remember:

- You must have a signed listing contract with all the property owners and that contract gives you explicit permission to market the property Off-MLS.
- Ensure you fulfill your agency duties by promoting the Seller's best interest.
- You must present all written offers to the Seller.

GUIDELINE #9
(Revised July 2005)

**TERMS UNDER WHICH RENTAL OR LEASE FEES MAY BE SPLIT
WITH NONLICENSED PERSONS**

Compensation (commissions) received by a licensed real estate broker or a salesperson for leasing or renting real property may be split or shared with nonlicensed persons.

However, if the lease or rental agreement includes any provision which requires the licensee to act in the capacity of a real estate licensee, then the compensation may not be split with any nonlicensed person, with the exception of the buyer or seller in the transaction, as provided in section 54-2054. Some examples of lease provisions which require a real estate license are as follows:

1. An option to purchase;
2. A definite purchase agreement at the end of the lease term (a lease/purchase agreement); or
3. A first right of refusal.
4. For any other questionable practice, the Idaho Real Estate Commission should be contacted for clarification.

IDAHO REAL ESTATE LICENSE LAW

54-2054. Compensation, Commissions and Fees – Prohibited Conduct.

Fee-splitting with unlicensed persons prohibited. Unless otherwise allowed by statute or rule, a real estate broker, associate broker or salesperson licensed in the state of Idaho shall not pay any part or share of a commission, fee or compensation received in the licensee's capacity as such in a regulated real estate transaction to any person who is not actively licensed as a real estate broker in Idaho or in another state or jurisdiction. The Idaho broker making the payment to another licensed person is responsible for verifying the active licensed status of the receiving broker. This section shall not prohibit payment of a part or share of a commission, fee or compensation by the broker to a legal business entity, all of whose shareholders, members or other persons having a similar ownership interest are active real estate licensees. An Idaho licensee may pay any part or share of a commission, fee or compensation received, directly to the buyer or seller in the real estate transaction. However, no commission, fee or compensation may be split with any party to the transaction in a manner which would directly or indirectly create a double contract, as defined in this chapter or which would otherwise mis-lead any broker, lender, title company or government agency involved in the transaction regarding the source of funds used to complete the real estate transaction or regarding the financial resources or obligations of the buyer. Therefore, if the compensation received by the licensee is for an act which requires the licensee to act in the capacity of a real estate licensee, the compensation may not be split with nonlicensed persons, unless that person is the seller or buyer, and is a party to the contract.

GUIDELINE #10
(Revised March 2019)

**SPLITTING FEES WITH UNLICENSED PERSONS PROHIBITED -
FINDER’S, FEES, DONATING TO CHARITIES**

The Real Estate License Law prohibits Idaho licensees from “splitting fees” with un-licensed persons. This prohibition means that a licensee may not pay any part of his commission, fee or other compensation to any individual or entity that does not have an active real estate license.

Paying Finder’s Fees.

The Commission routinely receives calls asking whether a licensee is permitted to pay or reward an unlicensed person for the referral of customers. Under Idaho law, the answer is “no.” The law specifies that paying or offering to pay a “finder’s fee” or referral fee to an unlicensed person is considered fee splitting and is prohibited. Moreover, any person who engages in “procuring of prospects” is required to hold an active real estate license; an unlicensed person who engages in this activity is in violation of the law’s licensing requirement.

If there is an “intent” by the licensee to compensate the unlicensed person for referring customers, or the unlicensed person *expects* to be compensated for referring customers (either buyers or sellers), then one or both parties may be in violation of the License Law: the licensee for fee-splitting; and the unlicensed person for unlicensed practice.

Note: Presentation of a relatively inexpensive gift to an unlicensed person in a gesture of gratitude is not prohibited if the gift has not been promised to (and is not expected by) the unlicensed person.

Making Charitable Donations.

The Idaho Real Estate Commission often receives calls from licensees asking whether the law permits them to donate a portion of their sales commissions to charity, and whether they may advertise their charitable giving to the public. IREC is not against charitable efforts, but IREC is concerned that a licensee’s charitable-giving program does not violate the law’s fee-splitting prohibitions, or that its advertisement not mis-lead the public.

It is the Commission’s position that a licensee may, consistent with the license law, advertise that he or she will donate a portion of earned commissions to charity, even a specific charity, provided the following conditions are met:

1. The designated broker is made aware in advance, and condones this activity.
2. The receiving charity does not act or participate in any manner that could be considered the procuring of prospects, or in any other activities that would require a license.
3. The licensee must exercise reasonable care to ensure that any charity advertised is a bona fide nonprofit.
4. All advertising of any charitable giving arrangement must clearly disclose the terms under which the donation will be made and must otherwise comply with all laws regarding advertising.
5. A full written disclosure must be made to all principals, lien holders, and new mortgage underwriters if one of the parties or licensees controls or benefits from the charity involved.

An arrangement whereby a charity makes referrals to a licensee in anticipation of a contribution is not permissible. Making referrals is considered the procuring of prospects and constitutes unlicensed practice by the charity. Paying for such referrals constitutes illegal fee splitting by the licensee.

In considering whether an advertised charitable giving program violates the license law, the Commission will assess the following factors:

- Does the charity only receive a contribution if they provided one of the principals?
- Do only charities that provide principals receive contributions?
- Does the charity advertise an affiliation with a specific brokerage that contributes to it?

Licensees are also cautioned to keep abreast of HUD laws regarding discriminatory practices. This falls under Federal jurisdiction, and IREC does not enforce these laws. Conviction by HUD could lead to a disciplinary action by the Commission.

GUIDELINE #11

(Revised September 2021)

FAILURE TO ACCOUNT FOR MONEY AND PROPERTY OF OTHERS

Idaho Code 54-2060 (3) cites, as a license law violation, the *failure to account for or remit, any property, real or personal, or moneys coming into the persons possession which belong to another*. There have been instances where licensees are improperly handling money, real property, and personal property of others. This Guideline will cover both the correct and incorrect ways to handle these items.

A. Money

Every licensee knows that mishandling entrusted funds, usually an earnest money deposit of a buyer, is a serious license law violation. Although it is very rare for a licensee to steal client funds, there are a few other ways to improperly handle entrusted funds.

1. Delivering earnest money to your broker late. Idaho Code 54-2045 (4) states *all consideration, including cash, checks held in uncashed form and promissory notes, received by a sales associate in connection with a real estate transaction shall be **immediately** delivered to the broker or the broker's office. (emphasis added)* Once entrusted funds are delivered to the broker, the broker must properly handle those funds by following the written instructions of the parties. Often the written contract states the funds will be deposited in the broker's trust account or a title company upon acceptance or shortly thereafter. If that is the case, the funds are still to be delivered to the broker immediately and the broker safeguards those funds and follows the written instructions.

2. Holding the funds personally. Some licensees have erroneously thought they are to handle the client funds during contract negotiations and deliver them to their broker or a title company later. This is always wrong. Never personally hold a client's earnest money deposit, or other entrusted funds, waiting for a future occurrence like offer acceptance, contingency removal, or other date in the future.

Remember to always deliver all entrusted funds immediately to your broker along with the written instructions on how to handle the funds.

3. Improper delivery of funds to a title company. Many contracts call for a third-party title company to hold the entrusted funds during escrow. If a contract calls for this, licensees are still required to properly handle those funds while in their possession. If the buyer hands a sales associate the deposit funds and contract stipulates the funds are to be delivered to the title company right away, the sales associate, under their broker's direction, may personally deliver those funds to the title company. If the contract calls for the funds to be delivered and deposited at the title company at a later date, like upon acceptance, then the sales associate must immediately deliver the funds to their broker or broker's office. From there, the broker will safeguard and deliver the funds timely to the title company.

B. Real Property

Many licensees are surprised to learn the statute includes rules to properly handle the real property of others in a real estate transaction. There are certain instances in which licensees unknowingly violate this portion of license law.

1. Allowing unaccompanied access to property. A licensee may not orchestrate a way for someone to enter listed property without a licensee present. Leaving a door unlocked, hiding a key, giving a garage door or gate access code to anyone for the purpose of letting themselves in without you is a violation. This prohibition extends not only to buyers, but also includes home inspectors, appraisers, subcontractors, or anyone else. Providing unaccompanied access for others into listed property is a failure to account for the property of others. It is even impermissible to let a home inspector, or other service provider into listed property and then leave them there unaccompanied as they perform their inspection.

MLSs may, at their own discretion, allow certain individuals such as home inspectors and appraisers to enter listed property without being accompanied by a licensee. In such instances, the unlicensed individual enters the property in keeping with the MLS rules governing their access.

2. Allowing buyers to move in before closing. A closing is defined as the moment the deed is recorded into the buyer's name and the sales proceeds are available to the seller. Contracts typically call for the buyer's possession rights to begin at closing. Closing is not the same as signing the documents at a title company. There have been instances when a licensee allowed a buyer to move items into a property before closing. This is also failure to account for the real property of others.

C. Personal Property

Idaho code for real estate licensees requires that we account for the personal property of others as well. A good example is the keys or garage door remote for listed property. It also includes the personal property on the premises of property

listed for sale and/or in escrow awaiting closing. Here is a list of some of the personal property items that would fall on a list of items to account for:

1. Keys
2. Garage door remotes

3. Personal effects
4. Furniture
5. Electronics
6. Vehicles/ATVs/Implements
7. Trade fixtures in businesses
8. Landscaping tools and equipment
9. Pool equipment
10. Contract paperwork that belongs to the broker

These personal property items are to be secured and left alone by licensees and other parties accompanying licensees when on the premises of others.

Personal property items included in the sale that will be transferred to the buyer at closing must be properly handled and secured until closing.

D. Seller Permission

Any of the above circumstances may occur with the direct permission of the seller. A buyer may move in before closing, an inspector may be left in the property alone during the inspection, buyers may be given the garage door code to let themselves in, with seller permission. Permission from the Listing Agent is deemed to be permission from the seller, as the Commission presumes the Listing Agent has gained approval from the seller. And as usual, it is advisable to put those permissions in writing.

GUIDELINE #12 (Reserved)

GUIDELINE #13 (Revised May 2022)

REAL ESTATE ADVERTISING

I. Overview

Advertisements are a fundamental aspect of the real estate profession; not only do they procure potential customers and clients, but advertisements are often a representation of a licensee and brokerage’s ability to complete a transaction accurately and professionally. For the purposes of this Guideline, “advertisement(s)” refers to **ALL** types and formats – including websites, social media, emails, printed material, texts, articles of clothing, car wraps, etc. – which potentially identify, represent, or promote to the public information that is related to licensed real estate activity.

This Guideline discusses the advertising requirements applicable to licensees under Idaho Real Estate License Law. It should be noted that this Guideline will not delve into trade association codes, franchise requirements, federal regulations, or the Idaho Consumer Protection Act provisions governing advertising. Rather, this Guideline remains limited in scope to the Idaho Real Estate License, Law; applicable parties should look elsewhere for assistance and enforcement of these other regulations.

Idaho Code 54-2053 outlines the requirements for advertising in real estate:

(1) Only licensees who are actively licensed in Idaho may be named by an Idaho broker in any type of advertising of Idaho real property, may advertise Idaho property in Idaho or may have a sign placed on Idaho property.

(2) All advertising of listed property shall clearly and conspicuously contain the broker's licensed business name. A new business name shall not be used or shown in advertising unless and until a proper notice of change in the business name has been approved by the commission.

(3) All advertising by licensed branch offices shall clearly and conspicuously contain the broker's licensed business name.

(4) No advertising shall provide any information to the public or to prospective customers or clients that is misleading in nature. Information is misleading if, when taken as a whole, there is a distinct probability that such information will deceive the persons whom it is intended to influence.

As you can see, Idaho's advertising law for the real estate industry is fairly simple, and straightforward; however, it is within the nuances that trouble may arise.

II. Frequently Asked Questions

1. What information **MUST** appear in all advertising of a listed property and brokerage services?

The broker's full licensed business name.

2. Can I use a logo, abbreviation, or team name instead?

No. A logo, abbreviation, or team name are not sufficient forms of identification if they do not contain the broker's full licensed business name. These can be added as supplemental information, but the broker's full licensed business name **MUST** be included.

Similarly, individual licensees **MUST** conduct business in the name on their real estate license. A licensee must be licensed in his/her legal name and can use a nickname, so long as it is registered with the Commission.

3. If I work for a branch office or franchise, can I use that name instead?

No. Branch or franchise names by themselves are not sufficient forms of identification.

4. What about an assumed business name also known as a DBA (or doing business as) name?

If an assumed business name is registered with the Commission, only the assumed business name should be used, i.e., Affiliated Brokerage Company, LLC has an assumed business name filed with the Commission as ABC Brokerage, LLC. The brokerage should only advertise under their recorded assumed business name of ABC Brokerage, LLC.

5. What about unlicensed staff?

If unlicensed person appears or are named in Idaho Advertising, they **MUST** be properly identified as unlicensed.

6. What about a brokerage that has staff from the brokerage that are licensed in another state but not licensed in Idaho?

Only licensees who are actively licensed in Idaho may be featured in Idaho real estate advertisements.

7. Are there special requirements if I am advertising on my OWN property?

Licensees may list their properties with their brokerage or another brokerage and are allowed to offer their personally held real property “by owner.” However, if selling “by owner” such an advertisement is misleading unless it includes the term “Owner/Agent” or some similar disclosure. Additionally, if a licensee is selling property “By Owner” they may not use their brokerage name or sign. Using a brokerage name or sign when the property is not listed with the brokerage is misleading.

8. What does “clearly and conspicuously” even mean?

Black’s Law Dictionary defines clear as “plain” or “evident” and conspicuous as “easily noticeable and obvious.”

9. What does the Commission consider to be “misleading” information?

Information is defined as misleading “if, when taken as a whole, there is a distinct probability that such information will deceive the persons whom it is intended to influence.” For example, if an advertisement includes the full brokerage name, but it is minimized too small to notice. Another example could be misrepresenting the property structure, city, lot size or features of a property on the advertisement.

This may also apply to any images used in an advertisement. Licensees should not use images that have been edited in a way that may misrepresent or conceal the current condition of the property. Licensees are cautioned that photographs taken by others are considered copyrighted. This includes photos taken by other brokerages.

10. How do I meet advertising requirements for my brokerage or personal website? Whenever a licensee owns or controls a website and its content, every viewable page MUST include the broker’s licensed business name. (A “viewable” page is one that may or may not scroll beyond the borders of the screen and includes the use of framed pages.)

All licensees should periodically review the advertising and marketing information on their websites and social media pages and update as necessary to assure the information is current and not misleading. Licensees should also be aware of the legal requirements regarding the use of metadata or metatags.

11. Are there any special requirements for advertisements on social media?

The broker’s licensed business name is to be prominently displayed if there is room on the platform being utilized. The Broker’s licensed business name is to be no more than one click away from the viewable page, when the platform does not have sufficient space on the initial page for the information to appear.

12. Do I have to include my broker’s licensed business name on EVERY piece of correspondence (like email or texts) with a customer or client?

Emails or other types of correspondence advertisements shall include the broker’s licensed business name at the beginning or end of each message. However, it is always a good idea to include an email signature – not only for personal protection, but to provide contact information to customers and clients.

Licensees are not required to include the broker’s licensed business name in text, so long as that information was provided previously or via another medium prior to providing, or offering to provide, brokerage services requiring a license. Licensees may always choose to voluntarily provide this information, even when it is not expressly required.

13. What is my responsibility if I use third-party for my advertisements?

Sites maintained by the multiple listing service(s) of which the licensee is a member and other third-party sites which display MLS data shall be monitored to ensure they are updated in a timely manner and in compliance with Idaho License Law and Rules.

Before choosing to advertise on a third-party site, a licensee should review the sites practices for updating and archiving information to ensure they can remain compliant with advertising laws, should they choose to use the site.

The Commission prefers to educate licensees on all manners of real estate regulation – including advertising. Licensees should keep in mind that most of the advertising complaints received by the Commission come from the industry itself. Licensees should always seek legal advice regarding advertising compliance with local, state, and national regulations. Compliance with Idaho real estate license law does not ensure compliance with other jurisdiction guidelines, laws, or regulations, or REALTOR® Code of Ethics.

**GUIDELINE #14
(Revised December 2022)**

DISPUTED EARNEST MONEY

Many brokerages are requiring their clients to place earnest money at title companies in order to forgo the requirement of keeping a real estate trust account. In these cases, the monies are not considered “entrusted,” and the responsibility falls to the title company, which has its own requirements to follow. In these cases, during an earnest money dispute, the brokerage is to inform all parties, in writing, that the title company will handle the dispute according to their procedures; brokerages must also retain proper receipting and ledger card records.

This Guideline will explore the procedures for brokerages when an earnest money dispute occurs with “entrusted” consideration. As a reminder, any and all funds received by the broker are considered “entrusted” **UNLESS:**

- The parties have directed the broker, in writing, to transfer those funds to control of a third party, such as a title, escrow or trust company; **and**
- Neither the broker nor his licensees have any right to exercise control over the safekeeping or disposition of the funds.

While the Commission regularly receives complaints concerning earnest money disputes, these disputes are considered a civil matter. Therefore, the Commission is not empowered to decide earnest money disputes or order to release of earnest money. However, Idaho Code 54-2047 provides brokers with three options for settling earnest money disputes involving “entrusted” consideration.

It should be noted that the law does not give weight to any of these options over the others. Furthermore, license law does not require that these options be utilized in any particular order. However, the Commission has presented these options below, in what it considers the most logical succession.

Option 1:

If an earnest money dispute occurs during a transaction, a broker may attempt to resolve the issue via a written agreement, signed by both the buyer and the seller. This agreement may release the broker as the custodian of the disputed earnest money, and provide directions as to the proper disbursement of the consideration.

Option 2:

Idaho Code 54-2051(4)(e) requires that all offers to purchase real property contain “A provision for division of earnest money retained by any person as forfeited payment should the transaction not close.” As such, a broker involved in an earnest money dispute may rely on the wording of the purchase and sale agreement as directions for the division of the funds in the event that the transaction fails or terminates.

Should a broker choose this route and disburse the earnest money in accordance with the terms of the purchase and sale agreement, the broker must first notify all parties involved in the transaction, in writing, of the broker’s intention. Furthermore, a broker in this situation should maintain accurate documentation within their files as to how and why the consideration was disbursed.

However, while this option may also appear to be as simple as the previous, brokers may be found civilly liable to the party not receiving the funds if the broker disburses the funds in a manner found to be inconsistent with the terms of the purchase and sale agreement.

Option 3:

Brokers also have the option of holding the disputed, entrusted funds in their trust account until they are ordered to disburse the funds by a court of competent jurisdiction. Prior to utilizing this option, brokers must notify all parties involved in the transaction, in writing, of the decision. This option should only be utilized if the broker does not believe it is reasonably possible for the funds to be disbursed in accordance with the written instructions of the offer to purchase.

Ultimately, it is a broker’s responsibility to use their best efforts to get the dispute resolved between a buyer and a seller.

Unless a broker has acted in a reckless manner by improperly holding or disbursing earnest money, the Commission will not get involved in this type of problem. Rather, it is up to the buyer and seller to reach agreement concerning the dispute. If the buyer and seller are unable to come to an agreement on their own, they may choose to resolve the dispute through a broker-initiated interpleader action or in civil court. In many cases, if the dispute involves \$5,000.00 or less, it may be handled in Small Claims Court.

GUIDELINE #15
(Revised May 2017)

ESTABLISHING REAL ESTATE TRUST ACCOUNTS

This guideline has been prepared in response to concerns arising from routine audits, inspections, and office visits in the field that continue to indicate confusion concerning the requirements of establishing and managing a real estate trust account. It also instructs on the law’s requirement that “entrusted funds” be deposited into a real estate trust account.

Establishing and Managing a Real Estate Trust Account.

Real estate brokers in Idaho are not required to open a real estate trust account. In the event the firm does not have one, funds received by the brokerage from a party to a transaction are to be delivered to a third party, like a title company, as directed in writing by the parties to a transaction. A broker may also have their own real estate trust account but still have parties to the transaction direct funds to be held by a title company.

For the purposes of this section, a Real Estate Trust Account is an account established by the Designated Broker of a brokerage. It does not include accounts under the control of title companies or attorneys.

In order to establish a real estate trust account, the account must be in the licensed business name of the broker; it must be identified as a “real estate trust account”; and the funds must be subject to withdrawal on demand by the broker. The broker may authorize others to sign trust account checks and withdraw funds, but the broker is held strictly responsible and accountable for the funds on deposit. Each real estate trust account must have a separate and complete set of records consisting of monthly accounting, deposits, and charges. See Idaho Code 54-2042.

Regardless of where the broker establishes a real estate trust account, the broker is required to notify the Commission on a form entitled “Trust Account Notification” and includes the “Agreement & Authorization to Inspect.” This form must be signed by the broker and by an officer of the trust account depository. Every broker is required to complete and turn in this form, even if they elect not to have a trust account. The form contains an option that must be selected for those not keeping a real estate trust account.

In the event of a cooperative transaction between two brokerage companies, the funds may be placed in the listing or selling broker’s trust account as either of the brokers may be the “responsible” broker for that transaction. See Idaho Code 54-2048.

Broker’s Duty to Deposit “Entrusted” Funds into a Real Estate Trust Account.

A broker is required to deposit any and all “entrusted” funds it receives into a real estate trust account maintained by the broker, and the broker is responsible for those funds. **Any and all funds received by the broker are considered “entrusted” UNLESS:**

1. The parties have directed the broker, in writing, to transfer those funds to control of a third party, such as a title, escrow or trust company; **and**
2. Neither the broker nor his licensees have any right to exercise control over the safekeeping or disposition of the funds.

Broker's Duty Regarding Funds that are NOT "Entrusted."

Whenever a broker receives funds with the parties' written direction to transfer them to a third party, the broker's duty is to transfer the funds as directed and maintain a ledger record of the time and date of the transfer; he must also obtain and retain a receipt. Because such funds are not considered "entrusted," the broker has no duty to deposit them into a real estate trust account under the broker's control.

GUIDELINE #16

(Revised January 2021)

PRESENTATION OF MULTIPLE OFFERS BY THE LISTING AGENT

Section 54-2051(1), Idaho Code provides:

A broker or sales associate shall, as promptly as practicable, tender to the seller every written offer to purchase obtained on the real estate involved, up until time of closing. A purchase and sale agreement signed by the prospective buyer shall be deemed in all respects an offer to purchase.

Whenever more than one written offer is received in connection with the same property, special care must be taken to ensure that the duties owed to the parties, whether as clients or customers, are carried out by the licensees involved. The following is a list of some of the more common issues to be considered when multiple offers are received:

WORKING WITH THE SELLER

1. General Duty to Present Offers. All licensees, whether acting as an agent or nonagent of the seller, have the duty to promptly present to the seller EVERY WRITTEN OFFER up to and until closing of the property.

2. Duty to Promote Client/Seller's Interest. When acting on behalf of a Seller pursuant to an Agency Representation Agreement, licensees owe the seller/client the further, heightened duty "to promote the best interests of the client in good faith, honesty and fair dealing." This includes "seeking a buyer to purchase the seller's property at a price, and under terms and conditions acceptable to seller and assisting in the negotiation thereof." As an agent for the seller/client, the licensee should be diligent in informing the seller about any offers or possible offers on the property that might materially affect the seller/client's decisions about the sale of the property.

3. Making Known the Terms of the Offer to Other Buyers. At the time of the listing, it is advisable that the licensee discusses with the seller/client the issue of disclosing the terms of any offer. Generally, the seller should decide whether to make known to other buyers the terms of the offers he or she might receive. However, **if the licensee also represents the buyer** – as a limited dual agent - **the licensee's ability to disclose the terms of the offer to other buyers may be restricted.** For this reason, it is critical that the licensee be aware of whom he or

she represents, and that the licensee disclose to the client(s) any limitations upon his or her representation. However, **unless the licensee also represents the buyer, the licensee owes no duty to the buyer** to withhold terms of the offer from other buyers. However, while the idea of disclosing offers from one buyer to another may seem appealing at first to a seller hoping to get a higher price, it can also work to the seller's detriment. For example – a property is listed for \$200,000 and seller has offer in hand for \$180,000. The seller instructs the agent to reveal this offer to another interested buyer, who then offers \$181,000 and buys the house. Actually, the second buyer had intended to offer \$195,000. The seller is out \$14,000. **For this reason, it is important to discuss with the seller, preferably beforehand, the handling of multiple offers.**

4. Advising the Seller on Multiple Offers. The licensee should also inform the client/ seller that the listing for sale is not an offer, but an invitation for offers from others. As such, the seller is not obligated to deal with multiple offers in any particular order, and, in fact, is not obligated to accept, or counter, or formally reject any of them. However, the seller should be advised that he or she may become contractually liable to the broker for a commission if the seller fails to accept the offer of buyer who is “ready, willing and able” to purchase the property on the listing terms.

5. Advising the Seller After an Offer has been Accepted. On occasion, a seller who has accepted an offer (i.e., entered into a contract) is presented with a better offer from a different buyer, and the seller wants out of the existing contract. In such cases, the licensee should advise the seller to seek legal advice before attempting to terminate the existing contract, and before becoming obligated under a second contract (e.g., contracting to sell the same property to two different buyers). A licensee may not give the seller legal advice; but the licensee can state that failing to perform the terms of a contract, or obligating oneself under two contracts, can have serious legal consequences for a seller. If the seller does accept a second buyer's offer (other than as a backup offer), it is advisable that the licensee maintain documentation showing that the licensee advised the seller to seek legal advice prior to seller's agreeing to sell the same property to two different buyers.

WORKING WITH THE BUYER

Licensees working with or representing buyers have some additional issues to watch when dealing with multiple offers.

1. Offer Conditioned on Nondisclosure. A buyer may desire as a condition of his offer that the price and terms of the offer not be disclosed to any other party (e.g., other potential buyers). However, because a seller is not bound by this condition unless or until he agrees to it, the licensee working with the buyer should obtain the seller's agreement to non-disclosure prior to presenting the buyer's offer.

2. Multiple Offers by the Same Buyer on Different Properties. On occasion, a licensee will work with a buyer who wants to make multiple offers on a selection of properties, but only intends to close on one. This creates two burdens for the licensee working with the buyer. One is an adverse material fact, that the buyer might not elect to close with a seller who accepted the offer. The other one is a contractual issue.

The contractual issue is a deep legal subject, but essentially, you need to make sure some kind of protective clause gets included in these offers. This is because, absent that clause, the seller might be able to enforce the contract against your buyer, forcing him/her to purchase multiple properties.

Fortunately, including the protective clause in the body of the contract will satisfy both requirements. It discloses the adverse material fact along with satisfying the contractual requirements.

3. Multiple Offers Presented by a Licensee Representing Different Buyers for the same Property. Per Idaho Code 54-2087(11), a brokerage and its licensees may represent two or more buyers interested in the same property, provided the brokerage or its licensee has notified all such buyers in writing. When this situation arises, the licensee should ensure that the buyer/clients have been notified that the licensee may be presenting competing offers of other buyer clients, and that the licensee is not permitted to promote the interests of one buyer/client over the interest of any other.

GENERAL:

1. If questions arise on any area of contract law, such as if and when effective acceptance or revocation of an offer or counteroffer will take place, it is in the agent’s best interest to advise the seller or buyer to seek legal counsel.
2. Remember that many issues in multiple offers are determined by the agency status of a real estate licensee. Be certain to follow scrupulously sections 54-2086, 54-2087, and 54-2088, Idaho Code, and to act in a manner consistent with the agency relationship you undertake.

This Guideline is general in nature and is not intended to address each and every circumstance or issue that may arise in a multiple offer situation. As with any area where a question of contract law arises, it is best to urge the seller to seek competent legal counsel before difficulties develop, and, as is always prudent, licensees would be well advised to document in writing that they have advised the client or customer to see an attorney.

**GUIDELINE #17
(Revised May 2023)**

**REAL ESTATE ASSISTANTS, TRANSACTION COORDINATORS,
AND OFFICE STAFF – LICENSED AND UNLICENSED**

This guideline refers to assistants, transaction coordinators (TCs), and office staff—licensed and unlicensed—within the framework of a real estate transaction. For the purposes of this guideline, all of these roles will be referred to as either an “unlicensed assistant” or a “licensed assistant.”

Designated brokers need to be especially aware of their supervisory duties under the license law. Brokers have always been—and continue to be—responsible for the actions of their licensed and unlicensed staff. Part of that responsibility includes supervising assistants and ensuring any unlicensed personnel is not engaging in any activities that require a real estate license.

Furthermore, designated brokers should have a written office policy explaining the duties, responsibilities, and limitations on the use of assistants—both licensed and unlicensed. Designated brokers should consider addressing how to handle a situation that involves assistants and dual agency. There may be times when a licensed assistant is employed by another brokerage or licensee involved in the same transaction. In these scenarios, additional safeguards should be put in place, including advising the involved customer or client that an assistant will be used.

These policies, along with this guideline, should be reviewed by and explained to all licensees, assistants, and any other staff employed by the brokerage.

Confidentiality agreements or non-disclosure agreements (NDAs) should be considered when third parties have access to ANY client information.

UNLICENSED ASSISTANTS

The Commission often receives questions from licensees on the use of unlicensed assistants. Inquiries generally fit into two categories: (1) whether the activity performed is one which requires a license, and (2) what are the supervisory responsibilities of an employing broker?

License law prohibits unlicensed persons from negotiating, listing or selling real property. Foremost to the use of unlicensed assistants is careful restriction of their activities so as to avoid illegal brokerage practice. Unlicensed assistants should never independently draft legal documents such as listing and sales contracts, nor should they offer opinions, advice or interpretations in relation to those documents. In addition, unlicensed assistants should not distribute any information concerning a listed property other than that prepared by the employing broker or licensee.

Licensees should not directly share commissions with unlicensed assistants. An assistant may be paid on a per transaction basis as part of a regulated real estate transaction.

However, unlicensed assistants MAY:

1. Perform clerical duties for an employing broker or salesperson which may include the gathering of information for a listing.
2. Provide property access to contractors, home inspectors, & appraisers, with seller's permission. However, they **MAY NOT** provide property access to potential buyers.
3. Distribute prepared information at an open house, so long as no negotiating, offering, selling or contracting occurs.
4. Answer simple questions about the employing brokerage's listed properties with information from MLS printouts, property flyers, data sheets and marketing materials prepared by the brokerage and/or employing licensee.
5. Deliver paperwork to licensees on the other side of the transaction.
6. Deliver paperwork to customers or clients, so long as the paperwork has been reviewed and approved by the employing licensee and no opinions, advice, or interpretations of such documents is provided by the unlicensed assistant.
7. Assist in the preparation of market analyses for sellers or buyers under the direction and approval of the licensee.

LICENSED ASSISTANTS

Assistants who hold an active real estate license and the brokers who employ or allow their licensees to employ them should be aware that the brokers are fully responsible for **ALL** licensees, whether they are called assistants or not; furthermore, all licensed assistants are fully subject to Idaho License Law and Rules.

Assistants, whether licensed or not, **CANNOT** assume the overarching responsibilities of a transaction once it is under contract. All parties to a transaction must be able to contact and receive a response from the licensee of record during the transaction. As such, licensed assistants are unable to independently draft contracts, addendums, or counter offers; negotiate on behalf of their supervising licensee's behalf; conduct listing presentations; or collect earnest money.

Furthermore, licensed assistants should not disclose confidential information, including any terms or conditions of other offers received or seen. The licensee of record should be the main point of contact to avoid any accidental forwarding or sharing of information or communication to parties on the other side or outside of the transaction. Unless otherwise directed, licensed assistants should not be communicating or reminding the other side of the transaction about upcoming deadlines.

However, licensed assistants MAY:

1. Be paid on a flat fee transaction basis or as a salaried/hourly employee.
2. Review contracts for compliance and accuracy.
3. Send paperwork out for signature.
4. Provide customers and clients with basic reminders about deadlines or next steps.
5. Assist the licensee of record with maintaining documents and documentation.
6. Coordinate inspections, appraisals, or contractor related activities with sellers, other licensees, and relevant professionals.
7. Ensure all documents are transmitted to the designated broker.
8. Provide updates and deliver documents to cooperating licensees, lenders, title companies, and customers and clients as directed by the employing licensee.
9. Open a file with title and escrow or coordinate date and time of closing as directed by employing licensee.

BOTH LICENSED AND UNLICENSED ASSISTANTS:

Brokers and licensees must remember that any assistants involved with a transaction must be under the supervision of the licensee of record. The licensee of record is ultimately responsible for their assistant's actions or inactions, and they must actively ensure that the assistant is fulfilling the responsibilities assigned to them.

Whether an assistant is licensed or unlicensed, the licensee of record must be cognizant of the information that may be shared or forwarded in any emails or text messages. Licensees should **NEVER** share passwords with assistants.

When hiring an assistant, especially one who works with other brokerages or licensees, caution should be taken to understand their processes and safeguards.

When considering hiring any assistant, licensees should have a discussion with their broker, because ultimately, the broker is responsible for the actions of all assistants.

If an assistant is utilized, licensees should take the time to set their expectations and make an effort to understand all of the paperwork behind their transactions. As the agent of record, it is imperative they are able to recognize when something is incorrect.

Licensees should also have a conversation with their customer or client to ensure they are aware that a third party may have access to their confidential information. With brokers developing and implementing policies for the use of assistants and routine procedures for monitoring their activities, an assistant can serve as a valuable tool in the success of the transaction. As with any other activity involving the delegation of an act to another, the freedom and convenience afforded to the broker in allowing the use of assistants carries with it certain responsibilities for that person's actions.

**GUIDELINE #18
(Reviewed March 2019)**

DEALER IN OPTIONS

The Idaho Real Estate License Law requires that a person acting as a “dealer in options” must hold an active Idaho real estate license. A “dealer in options” is defined by statute to include any person who obtains or uses options to purchase real property “for another or others,” whether or not the options are in his name or title passes through him.

This Guideline addresses the License Law’s distinction between being a “dealer in options,” which is defined as brokering activity and requires a license; and using an option to purchase property for a person’s own account, which does not require licensure. The Guideline also addresses the implications of having a licensed person involved in the option holder’s activities.

Purpose and Scope of the License Law

The License Law does not attempt to regulate the real estate market itself. Instead, it defines and regulates the activities of persons who “broker” real estate deals “for another or others.” However, the Law recognizes and exempts from regulation the option, purchase or sale of real estate “for a person’s own account,” and similarly exempts the sale of an interest in real property “by its owner.”

An Option Holder is Not an Owner of the Property, and Must be Licensed to Broker that Property

It is important to note that an Option to purchase does not give the option holder equitable title to the property. A person who obtains an option to purchase property has not obtained any ownership interest in that property, and accordingly, the

License Law’s “owner exemption” does not apply. Because an option holder is not an owner of the property, he may not list, sell, negotiate, procure buyers for, or otherwise broker that property unless he has a license.

The Commission often sees documents called “option agreements” or “reservation agreements” which are not legally enforceable options to purchase. To have an enforceable right, or option, to purchase real property, the option contract must contain all terms material to the contract, including price, expiration date and an exact description of the property. An option contract is binding upon the seller and entitles the option holder/buyer the right - but not the obligation - to purchase the property on the terms and conditions set forth in the option agreement. An “agreement” granting the holder merely the ability to make an offer which the seller is not bound to accept is not a binding option agreement.

Dealer in Options vs. Option for Person’s Own Account

As noted earlier, if a person uses an option to purchase property for his own account or use, no license is required. However, a person is acting as a Dealer in Options and must be licensed if the person uses options to purchase property “for another or others.”

Example #1 - Use of Option to Purchase Property “for Person’s Own Account.”

Developer locates an agricultural property and obtains from Seller an Option to purchase the property for a sales price of \$500,000. Developer then exercises his option and purchases the property from Seller for \$500,000. Subsequently, Developer decides he does not want to develop the property, and he then offers and sells the property to another person and earns a profit.

Because Developer exercised his Option and purchased the property before it offered the property for sale to any other buyer, it would appear that Developer used the Option to purchase the property “for his own account or use.” As such, Developer’s transactions are exempt from the licensing requirement.

However, if Developer had an agreement to sell the property to another at the time he exercised the Option to purchase the property, he did not purchase the property “for his own account or use,” but instead used the Option to purchase the property for another. His transactions therefore would *not* be exempt from licensure.

Example #2 - Use of Options “to Purchase Property for Another or Others.”

Speculator identifies agricultural properties in an area where significant growth is occurring. Speculator obtains Options to purchase on various properties in that area. Before exercising the Options, Speculator approaches a Developer and offers to sell Developer the properties for a higher price.

Speculator’s option rights do not give him equitable title in the properties, and he is not the owner. By offering to sell the properties to Developer in anticipation of compensation, he is engaging in the activities of real estate broker, and he must be licensed.

Example #3 - Using Reservation Agreements to Sell Subdivision Lots.

Developer submits an application to the county for a preliminary subdivision plat. Developer begins taking “reservations” for the lots he hopes will be approved (and

decides to call his contracts “lot options”). Speculator fills out multiple lot reservation agreements and then markets the lots for sale at a higher price, in order to make a profit on the lots in a competitive market.

Speculator is engaging in the practice of real estate brokerage and must be licensed and comply with the Real Estate License Law. In this example, Speculator owns nothing and may never own anything, and he cannot even force the Developer to sell the parcels to him. Regardless of whether the reservation agreements are valid and enforceable contracts, however, they do not convey any ownership interest in or equitable title to a property.

While an Option to purchase grants the right to purchase the property, reservations are usually not true option contracts (even if that is the name of the document), and they typically provide buyers with few rights. The final plat may never be approved, or it may be approved with fewer lots than originally contemplated, and Developer may never be able to sell the parcels on which he took reservations on.

Other Brokering Activities for Which Investor Must be Licensed.

Whether an Investor has an option to purchase or not, he may be engaged in Unlicensed Practice if he lists, sells, or negotiates the sale of property he does not own, or if he procures buyers for property that he does not own. For example, where an Investor locates a distressed property and obtains Seller’s agreement to allow Investor to procure an ultimate Buyer for that property, the Investor is engaging in brokering and must have a license.

Question #1: If an Investor is acting as a Dealer in Options, or is otherwise procuring buyers for properties that he does not own, is the Investor engaged in Unlicensed Practice if he hires a licensee to list and otherwise broker the transactions?

Answer: Yes. If an Investor is using Options to put together sales between property owners and Other Buyers, he is acting as a dealer in options (brokering) and must be licensed, even if he hires a licensee to assist him by listing the property. NOTE: In these schemes, the listing typically names the Investor, not the Owner, as seller.

Question #2: Does a Licensee Violate the License Law by participating in an Investor’s Dealer in Options scheme?

Answer: Potentially, yes. A licensee who knows, or reasonably should know, that the Investor is **not** the property owner may be in violation of the License Law for misrepresenting the identity of the Seller, and also for assisting the Investor in the Unlicensed Practice of Real Estate.

GUIDELINE #19 (Reserved)

GUIDELINE #20
(Adopted July 2011)

JOINT GUIDELINE ON BROKER PRICE OPINIONS (BPOS)

The Idaho Real Estate Appraisers Act (Appraiser Act) prohibits all persons who are not licensed or certified by the Idaho Real Estate Appraiser Board (Appraiser Board) from doing any type of real estate appraisal, including an analysis, opinion or conclusion relating to the value of real estate. The Appraiser Act does grant exceptions for licensed real estate salespersons and brokers. This Guideline addresses the scope and application of those exceptions.

1. Comparative Market Analysis Exception. The first exception relates to price opinions for a prospective listing or a prospective sale:

54-4105(2) ...a licensed real estate broker, associate broker or salesperson who, in the ordinary course of his business gives an opinion of the price of real estate for the purpose of a prospective listing or sale, provided that such person does not rep- resent himself as being a state licensed or certified real estate appraiser.

This exception allows any real estate licensee – salesperson or broker – to prepare and present a price opinion for the purpose of a prospective listing or a prospective sale, also known as a Comparative Market Analysis (CMA). Licensees may not represent or mislead someone into thinking they are licensed or certified real estate appraisers, unless they are.

2. Brokers Price Opinion Exception. The second exception relates to broker price opinions (BPOs):

54-405(3) ...a real estate broker or associate broker licensed under chapter 20, title 54, Idaho Code, whose license is active and in good standing, from rendering a broker’s price opinion, for which the broker may charge a fee, provided the broker’s price opinion complies with the following requirements:

- (a) The broker’s price opinion shall be in writing and contain the following:
 - (i) A statement of the intended purpose of the price opinion;
 - (ii) A brief description of the subject property and property interest to be priced;
 - (iii) The basis of reasoning used to reach the conclusion of the price, including the applicable market data and/or capitalization computation;
 - (iv) Any assumptions or limiting conditions;
 - (v) A disclosure of any existing or contemplated interest of the broker(s) issuing the opinion;
 - (vi) The name and signature of the broker(s) issuing the price opinion and the date of its issuance;
 - (vii) A disclaimer that, unless the broker is licensed under the Idaho real estate appraisers act, chapter 41, title 54, Idaho Code, the report is not intended to meet the uniform standards of professional appraisal practice;
 - (viii) A disclaimer that the broker’s price opinion is not intended to be an appraisal of the market value of the property, and that if an appraisal is desired,

the services of a licensed or certified appraiser should be obtained. The broker's price opinion permitted under this chapter may not be used as an appraisal, or in lieu of an appraisal, in a federally related transaction.

Under this exception, a real estate broker may prepare and render a BPO for purposes other than procuring listings and sales. This exception is strictly limited to those holding an active associate or designated broker license. BPOs prepared by a broker must include all of the content requirements noted in the Appraiser Act.

A BPO may not be used in place of an appraisal for a *federally related transaction*, which is defined in the Appraiser Act as “*any real estate related financial transaction that a federally regulated institution, regulatory agency, or the resolution trust corporation engages in, funds, contracts for, or regulates*” (Idaho Code 54-4104(6)).

Enforcement. The licensing requirements and exceptions contained in the Appraiser Act are regulated by the Appraiser Board. Real estate licensees who violate the Appraiser Act may find themselves before the Appraiser Board facing allegations of unlicensed practice of appraisal. The Real Estate Commission takes the position that if a licensee violates the Appraiser Act in preparing or rendering a BPO or other unlawful activity, that licensee may also be subject to discipline under the Real Estate License Law for dishonest and dishonorable dealings (Idaho Code 54-2060). This means that a finding of unlicensed practice by the Appraiser Board may lead to additional discipline imposed by the Real Estate Commission.

NOTE: The Idaho Real Estate Appraiser Board and the Idaho Real Estate Commission are more interested in obtaining compliance with the laws pertaining to BPOs than initiating discipline for violations.

Payment of Fees. The Real Estate License Law provisions pertaining to broker supervision and fee splitting apply to BPOs. The Real Estate Commission requires an associate broker who prepares a BPO to notify his/her designated broker (Idaho Code 54-2038(3)). In addition, the associate broker may not accept any fee except through the designated broker (Idaho Code 54-2038(3)).

FREQUENTLY ASKED QUESTIONS

Question #1: A lender calls a real estate broker and requests a BPO and the lender would or could not disclose the intended purpose of the BPO. May the broker render a BPO that complies with Idaho law?

Answer: No. The statute plainly states that a BPO must contain a statement of its intended purpose, and it must be included in the BPO. The Uniform Standards of Professional Practice (USPAP) and the Appraiser Board interpret “purpose” to mean how the BPO is going to be used. Examples may include for estate planning purposes, dissolution of a partnership, refinance of a mortgage, short sale negotiations or determination, loan modification, loan origination, insurance purposes, etc. Any purpose that is for a federally related transaction would be unlawful in Idaho (see previous definitions).

Question #2: A lender calls a real estate salesperson and requests a BPO. May a salesperson render the BPO?

Answer: No. Some states allow salespersons to render BPOs, but Idaho law is very clear that only actively licensed **brokers** may render BPOs. Unfortunately, many lenders have contacted Idaho salespersons (or inactive brokers) and requested BPOs. In some cases, the lenders have assured the salespersons it is perfectly fine for these licensees to render the BPOs, and many licensees have relied on these statements. If the salesperson renders a BPO, the salesperson would be violating Idaho law and may be subject to discipline by the Appraiser Board, the Real Estate Commission, or civil action under Idaho law. Salespersons who receive requests to render BPOs should decline the requests and/or forward those requests to their designated brokers.

Question #3: What if the lender discloses that it wants to use the BPO in its consideration of a short sale? Or a foreclosure? Or a modification of an existing loan? Is a broker restricted from rendering a BPO for these intended purposes?

Answer: Not necessarily. The purpose of the “statement of intended purposes” is to define the context of the price opinion. It is the lender’s responsibility—not the broker’s—to comply with any requirement that the written valuation be performed by a state certified or licensed appraiser. Of course, and unless the broker is in fact licensed under the Real Estate Appraiser Act, the broker must include the required disclaimer that the BPO “is not intended to meet the uniform standards of professional appraisal practice.” Brokers must also include a disclaimer, in the language of the statute, that the BPO “may not be used as an appraisal, or in lieu of an appraisal, in a federally- related transaction.”

Question #4: May a salesperson assist a broker in preparing a BPO?

Answer: Yes, but only if the broker rendering the BPO is the designated broker for the assisting salesperson and the assisting salesperson is acting on behalf of, and under the control and supervision of, the designated broker as required by the License Law. A salesperson who assists his or her designated broker will not be deemed to be engaging in the unlicensed practice of appraisal. Likewise, a salesperson may assist an associate broker in preparing a BPO, if both the salesperson and the associate broker are licensed at the same brokerage, the designated broker has knowledge of and consents to the assistance, and both the salesperson and associate broker are acting under the control and supervision of their designated broker.

Question #5: Who oversees the quality of a BPO? In other words, what happens to a licensee who renders an inaccurate BPO?

Answer: As long as a broker meets the BPO requirements of Idaho Code 54-4105(3), the Appraiser Board has no jurisdiction. A BPO is merely one broker’s opinion of price, not value, and as such, the Real Estate Commission will not get involved in complaints regarding the quality or accuracy of a BPO. However, a broker may be subject to civil liability by an injured party. A real estate licensee who performs BPOs should review his Errors & Omissions insurance policy to confirm coverage.

Question #6: Is there a difference in an estimate or opinion of “price” and “value”?

Answer: Yes. *“Price”* is considered to be a *fact and may change based upon factors unrelated to value* such as the seller being relocated to another city, experiencing financial difficulties and needing to sell the property in a shorter period of time, or other personal circumstances unrelated to value such as a divorce or loss of a job. It is defined in USPAP as “the price paid for a property [which] may or may not have any relation to the value”.

An opinion of *“value”* is *never a fact* since it is an economic concept and always an opinion of the worth of a property at a given time related to a specific definition of value.

Types of value may include market value, salvage value, liquidation value, distressed value, etc. Any statement of value must also include its relationship to time. For example, if the market value of a property is estimated to be \$150,000 and the typical marketing time is 12-15 months, and a client then requests a value estimate based upon a 3-6 months time frame, it is likely that the value would be adjusted downward for the shorter marketing period.

GUIDELINE #21 (Reserved)

GUIDELINE #22
(Revised July 2011)

AUCTIONEERS OF REAL ESTATE

When persons who provide auction services become involved in **real estate sales**, questions arise as to whether or not that auctioneer needs to be licensed as a real estate broker or salesperson.

An auctioneer’s particular services and business activities in the sale of real estate may well require real estate licensure. The basic test is: Are the activities being performed by the auction company or auctioneer identified in Section 54-2004, Idaho Code, as activities requiring a real estate license? While the specific answer to this question can only be determined on a case-by-case basis, here are some common questions and answers:

1. Is the taking of a “consignment” to sell real property at auction a licensed brokerage activity?

Most likely, yes. Procuring of prospects to list or sell real property for compensation is an activity requiring licensure.

2. Is the act alone of calling the sale at auction one requiring a real estate license?

No.

3. Is a one-time sale by auction, i.e., the sale of one property in a single transaction, alright without having a real estate license?

Only if conducted exactly according to the statutory exemption in Section 54-2003, Idaho Code, which is the exception for the sale of a single property in a single transaction pursuant to a power of attorney. This exception, while valid, is

very limited and may not be relied on in conducting any other regular or frequent or even occasional auction business.

4. Do floor “spotters” at the real estate auction need to be licensed?

If the activity of the person is limited to pointing out bidders to the auctioneer, no.

5. Can the unlicensed auctioneer advertise upcoming real estate auctions alone, without associating with and naming a licensed broker?

See answers #2 and #3 above. While possible, the more activities and services performed by an auctioneer in assisting with and facilitating the sale of real property, the more likely that auctioneer is moving into licensed brokerage activity. An auctioneer must not be holding out to the public that he or she is in any way providing any licensed real estate services.

6. Can a licensed real estate broker split the brokerage commission with an unlicensed auctioneer upon sale at auction?

No. An unlicensed auctioneer can be paid only for specific real estate services rendered, such as calling the auction. The fee just cannot be a split of the brokerage commission or paid from the broker to the unlicensed auctioneer. For example, a broker or seller may purchase advertising on radio or television to market a property. The payment is only for the actual advertising service rendered. While the amount of payment given to an auctioneer can be a percentage of the sales price, it is critical that the seller enter separate contractual obligations—one with the auctioneer and one with the licensed broker, delineating their separate services provided and the compensation therefore. Also see Section 54-2054(2), Idaho Code, Fee splitting with unlicensed persons prohibited.

7. If an auctioneer has a license as a real estate salesperson, can he or she act as an auctioneer and receive commissions without the involvement of his or her broker?

Generally, no. Any licensed activities conducted by a salesperson are legally possible only through the license of that person’s broker. Technically, a licensee who wishes to merely provide “talent” and call an auction, if not holding himself or herself out as a licensee in any way, may engage in this activity. However, the permission and consent of all brokers should be obtained!! This type of practice is one fraught with hazards and conflicts and is NOT recommended or advised.

8. Is the recruitment of potential buyers of real property to attend an auction considered brokerage activity?

“Recruiting” prospects or “assist(ing) in the procuring of...” prospects, for compensation, is brokerage activity requiring a real estate license. Of course, mere execution of clerical tasks or running advertisements alone is not licensed activity. Refer to Guideline #17 on the Use of Unlicensed Assistants and Office Staff for additional guidance.

9. If an auction company is a licensed real estate brokerage, must all advertising follow license law and rules?

If the auction company is engaged in licensed activity involving the sale or auction of real property, yes. If the public believes the licensee is acting in a licensed capacity, and/or the licensee is holding himself or herself out as acting in

a capacity of a licensee, then, yes, all law and rules of the Idaho Real Estate Commission will apply to that licensed activity, whether or not an auction.

10. What about agency? Whom does the auctioneer or auction company represent and how must this issue be disclosed before, during and after the sale?

All fees except for non-licensed auction services (calling the action, advertising, set-up, etc.) should be directed to real estate agent not auctioneer. If the auctioneer is also a real estate licensee, he or she is bound by all license law including disclosures required by the Brokerage Representation Act. It is the responsibility of the licensee to hand out a blue brochure at first substantial business contact. Any real estate licensee associating with an auctioneer to sell a property should explain his or her own agency or nonagency position prior to beginning the auction, and the fact that the auctioneer is not a real estate licensee.

11. What is a “buyer’s premium” and who receives it?

A buyer’s premium is a fee, usually a percentage of the bid price, which is paid with and added onto the successful bid amount. Who receives this fee? This depends on the written contractual arrangement between the licensee and/or auctioneer, and the buyer. Refer to question #6 for caveats.

12. Who is the responsible broker in an auction sale?

*Either broker, listing or selling, can be the responsible broker. However, one **must** be identified in a licensed transaction.*

13. Can a licensee auction properties listed by another real estate company?

Yes, in theory. However, it must be pursuant to agreement between the brokers in writing, and the responsibilities of each brokerage and the licensee should be carefully spelled out, including identification of responsible broker.

14. Must potential buyers give any consideration up front in order to attend an auction of real property? If so, what is the responsibility of any affiliated licensee or broker?

*Auctioneers structure real estate auctions differently. However, if **any** type of consideration is “held” by or on behalf of the parties conducting the auction of real property involving licensed activity, the licensee will be expected to fully account for the consideration received, according to license law and rules.*

15. What are some of the other issues to consider in auction of real estate?

Be aware of the fact that bidders coming to an auction without a real estate licensee, or those who pre-register through a licensee, may already have some kind of buyer broker contract and some type of commission or fee obligation to a licensee.

In conclusion, the final determination on the necessity of licensure must be made on the basis of section 54-2004, Idaho Code, defining a real estate broker:

54-2004(35). Definitions. “Real estate broker” means and includes:

...(a) Any person other than a real estate salesperson, who, directly or indirectly, while acting for another, for compensation or a promise or an expectation thereof, engages in any of the following: sells, lists, buys, or negotiates, or offers to sell, list, buy or negotiate the purchase, sale, option or exchange of real estate or any interest therein or business opportunity or interest therein for others.

(b) Any actively licensed broker while, directly or indirectly, acting on the broker's own behalf;

(c) Any person who represents to the public that the person is engaged in any of the above activities;

(d) Any person who directly or indirectly engages in, directs, or takes any part in the procuring of prospects, or in the negotiating or closing of any transaction which does or is calculated to result in any of the acts above set forth;

(e) a dealer in options as defined in this section.

If any person is engaged, whether or not through an auction mechanism, in licensed real estate activity in the state of Idaho, a real estate broker's license is required.

GUIDELINE # 23

(Revised December 2019)

MANDATORY DUTY OF THE BROKERAGE “TO BE AVAILABLE” TO RECEIVE AND PRESENT ALL WRITTEN OFFERS AND COUNTEROFFERS

The Commission has received questions concerning the circumstances under which a brokerage must be available to receive and present all written offers and counteroffers. The inquiries pertain to the application of Sections 54-2083(8) and (16), 54-2086, 54-2087, and 54-2051, Idaho Code.

The Real Estate License Law requires that any real estate brokerage that has entered a representation agreement, compensation agreement, or customer services agreement owes its customer or client a statutory duty to provide specific brokerage services, namely, “to be available” to its customer or client “to receive and timely present all written offers and counteroffers.” **This duty is mandatory and cannot be waived unilaterally or by agreement.**

Questions have arisen as the meaning and scope of the mandatory duty requiring the brokerage “to be available.” The purpose of this Guideline is to provide the

Commission's interpretation of what is—and what is not—required by this brokerage duty.

The Listing Brokerage. As applied to a listing brokerage, the statute requires the brokerage to be available to its customer/client to:

- (1) receive written offers from buyers;
- (2) present those offers to its customer/client; and
- (3) present any written counteroffer of its seller to the buyer.

It is the Commission's view that, in order “to be available” to provide these services, the listing brokerage must, at minimum:

- Include in any listing or advertisement of the property sufficient information to allow buyers to submit, and the listing brokerage to receive, written offers from buyers; **and**

- have in place an adequate means of communication to allow (1) the brokerage to timely present the offers to its seller; and (2) its seller to submit back to the brokerage any written counteroffer for presentation to the buyer.

The Buyer Brokerage. As applied to the buyer brokerage, the statute requires that the brokerage be available to: (1) present its buyer’s written offers to the seller; (2) receive written counteroffers from the seller; and (3) present the written counteroffer of the seller to its buyer.

It is the Commission’s view, in order “to be available” to provide these services, the buyer brokerage should, at a minimum:

- Include with any written offer submitted to the seller sufficient information to allow buyer to submit, and the listing brokerage to receive, written counteroffers from buyer; **and**
- Have in place an adequate means of communication to allow (1) the brokerage to timely present the counter offers to its buyer; and (2) its buyer to submit back to the brokerage any further written counteroffer for presentation to the seller.

“Sufficient information” may include, but is not limited to, the brokerage’s e-mail address, physical (delivery) address, or a telephone number. If the contact information does not provide for direct submission of written offers, (e.g., telephone number), the brokerage must respond to inquiries with information that will allow buyers to submit written offers to the brokerage.

“Adequate means of communication” may include any means agreed upon between the brokerage and its client/customer to permit the broker to present written offers and counteroffers to its customer/client, and for the brokerage to present any counteroffers from its customer/client to the other party. The means of communication may include fax, e-mail, telephone, electronic transmission or face-to-face meeting.

FREQUENTLY ASKED QUESTIONS

Question #1: Once the brokerage receives the written offer, does it have a duty to review that offer? Or is it permissible for the brokerage to simply relay the written offer to the seller?

Answer: *The brokerage must review the offer. Although the level of required services will depend on whether the seller is a customer or a client of the brokerage, a brokerage is obligated to take certain actions regarding any written offer it receives. These obligations, set forth at section 54-2051, Idaho Code, include: the prompt tender of the offer to the seller; ensuring that the offer recites the actual form and amount of earnest money received; a provision for the division of earnest money; the representation confirmation statement required by statute; appropriate signatures; and a legal description of the property. Fulfilling these statutory obligations necessarily requires that the brokerage review every offer it receives.*

Question #2: Must a brokerage be available to provide advice to its customers or negotiate on their behalf?

Answer: No. The minimum services required by law do not include these services. Unless the brokerage has contracted to provide agency representation, or to provide other heightened customer services, a customer is not entitled to these services.

Question #3: If the seller requests, can the listing brokerage agree that offers are to be presented directly to that seller, instead of the listing brokerage?

Answer: No. The law flatly states that the duty is “mandatory and may not be waived or abrogated, either unilaterally or by agreement.” Therefore, the seller may not elect to waive this service, even if the seller requests; the brokerage must remain available to receive written offers.

Question #4: Does the law prohibit buyers from presenting offers directly to the seller?

Answer: No. The law requires that a brokerage provide certain services to the customer/client with whom it contracted. The law does not bar a buyer from presenting offers directly to, or inquiring directly of, the seller; provided a buyer may not “interfere with the contractual relationship between a brokerage and its client. (See section 54-2054(4), Idaho Code.)*

* (REALTOR® Code of Ethics may be implicated here, however.)

**GUIDELINE #24
(Revised May 2013)**

LICENSEE’S PERSONAL TRANSACTIONS TO BE CONDUCTED THROUGH THE BROKER WITH WHOM HE IS LICENSED

Under Idaho law, all active licensees are required to conduct their personal real estate transactions through the broker with whom they are licensed, regardless whether the property is listed. Idaho Code 54-2055 states:

54-2055. LICENSEES DEALING WITH THEIR OWN PROPERTY.

(1) Any actively licensed Idaho broker, sales associate, or legal business entity shall comply with this entire chapter when that licensee is buying, selling or otherwise acquiring or disposing of the licensee’s own interest in real property in a regulated real estate transaction.

(2) A licensee shall disclose in writing to any buyer or seller that the licensee holds an active Idaho real estate license, if the licensee directly, indirectly, or through a third party, sells or purchases an interest in real property for personal use or any other purpose; or acquires or intends to acquire any interest in real property or any option to purchase real property.

(3) Each actively licensed person buying or selling real property or any interest therein, in a regulated real estate transaction, must conduct the transaction through the broker with whom he is licensed, whether or not the property is listed.

This Guideline attempts to answer several questions that have arisen as to the requirements of the licensee who conducts his personal transactions through his brokerage.

Question #1: Must the licensee's broker always be the "responsible broker" for the transaction? If not, how can the transaction "be conducted through" the licensee's broker?

Answer: *The Commission recognizes there are transactions for which it is impractical to have the licensee's broker act as the "responsible broker." The purpose and intent of subsection (3) is to ensure that the licensee's broker is made aware of and able to supervise transactions for which he might be held liable. The Commission finds that this purpose is satisfied if the licensee timely provides a copy of each transaction document to his broker, even if the original document is provided to a different broker who is the "responsible broker for the transaction."*

Question #2: Must the licensee enter an Agency Representation Agreement with his Brokerage?

Answer: *No. Although the licensee is required to conduct his personal transactions through his brokerage, he and the brokerage are NOT required to enter a written agreement for agency representation. An individual licensee buying or selling property is necessarily acting on his own behalf. However, whether the **brokerage** agrees to represent the licensee and act as his agent is a decision left to the brokerage and its licensee and is not required by the law.*

The law permits the brokerage and the licensee to enter into a written agreement for agency representation, in which case the brokerage will owe its licensee, for that transaction, those duties owed a client under section 54-2087, Idaho Code. Absent a written agreement for agency representation, the relationship of the brokerage to the licensee in the transaction is that of a "non-agent" to a "customer." Whatever brokerage relationship is chosen, it must be indicated accurately in the Representation Confirmation (check the box) section of the Purchase and Sale Agreement. And, of course, the licensee always is required to make written disclosure of the fact that he is actively licensed.

Question #3: Must the licensee give himself the Agency Disclosure Brochure?

Answer: *No. Complying with the License Law does NOT require that the licensee give himself a copy of the Agency Disclosure Brochure. This requirement, contained in section 54-2085, Idaho Code, does not apply where the "prospective buyer or seller" is an active Idaho licensee.*

Question #4: Will my errors and omissions insurance policy provide coverage for my personal transactions?

Answer: *Not likely. Insurance contracts vary. However, errors and omissions policies typically exclude from coverage the licensee's personal transactions. Coverage may exist for the brokerage under the brokerage's separate policy. All licensees should pay careful attention to the exclusion and exemption provisions of any policy of insurance he or she maintains.*

Question #5: Which transactions have to be conducted through the licensee's broker?

Answer: *Questions have also arisen as to which transactions fall within the scope of subsection (3), requiring that the transaction be run through the broker with whom the licensee is licensed. The answers will depend on the identity of the*

“person” buying or selling the property, and whether that person is “actively licensed”. A “person” is either an individual or a legal business entity. Unless the “person” buying or selling is actively licensed, the requirement does not apply.

Example #1:

Mary Smith is an active licensee. She is married to John, who is not licensed. John and Mary are the sole shareholders in ABC, Inc., an unlicensed business that owns real property and constructs new homes.

Question #6: Does the law require that ABC, Inc.’s sales of its new homes by ABC, Inc. be conducted through a responsible broker?

Answer: *No. In this case, ABC, Inc. is the “person” selling property. Because ABC, Inc. is not an “actively licensed person”, the requirement of subsection (3) does not apply. However, under the broad language of subsection (2), 54-2055, Idaho Code, Mary Smith is required to disclose, in writing, that she is an active licensee.*

Example #2:

Same facts as in #1. Mary and John have agreed to buy their neighbor’s ranch, and to make the purchase in their own names, “Mary and John Smith”. The ranch property is not on the market.

Question #7: Must the transaction be conducted through Mary’s broker?

Answer: *Yes. Because Mary is one of the persons buying the property, and because she is “actively licensed”, the transaction must be conducted through Mary’s broker, “whether or not the property is listed”. Mary will also have to make written disclosure of her status as an active licensee.*

Example #3:

Same facts as in #1. John wants to buy a small lot and building for use in connection with his own personal hobbies. John will handle the transaction, and Mary will not be involved at all. (The funds used are not John’s sole and separate property.)

Question #8: Must the transaction be conducted through Mary’s broker?

Answer: *Yes. Even if the property is purchased for exclusive use by John, the property will still belong to the marital community, and Mary will acquire a community “interest therein.” Therefore, the transaction must be conducted through Mary’s broker. Again, Mary is also required to disclose her status as an active licensee.*

GUIDELINE #25

(Adopted March 2010)

SHORT SALE GUIDANCE

A “short sale” is a term used to describe a transaction where the sale price of the property would not generate sufficient proceeds to pay off the existing mortgage or mortgages, and the lender(s) offers or agrees to accept less than full payoff.

There are two components to a short sale: (1) the negotiation of the reduced loan pay-off amount (between the seller and his lender); and (2) the real property conveyance transaction (between the seller and a buyer). The Department of Finance regulates loan modification activities, including negotiation of reduced loan payoffs. The real property transaction falls under the jurisdiction of the Real Estate Commission.

The Department of Finance and Real Estate Commission recognize that to be successful, a short sale transaction may be a complex and lengthy process involving specialized knowledge and expertise. The purpose of this document is to aid persons in understanding when a license to conduct certain activities is required under either the Residential Mortgage Practices Act or the Real Estate License Law, and to provide additional information to mortgage broker and real estate licensees who participate in short sale activity.

If you have additional questions, please feel free to submit them to:

Department of Finance
finance@finance.idaho.gov

Subject Line: Loan Modification FAQ's

Real Estate Commission
BCRE-Inv@dopl.idaho.gov

Subject Line: Short Sale FAQ's

GUIDANCE FROM THE IDAHO DEPARTMENT OF FINANCE
Third-Party Mortgage Loan Modification Providers, Including Short Sale
Negotiators

The Department of Finance has seen growth in the number of persons in Idaho offering to assist homeowners with modifications of their mortgage loans, either by obtaining a lender's agreement to modify the terms of a loan for the purpose of achieving affordable payments, enabling a homeowner to remain in his or her home, or by obtaining an adjustment of an existing residential mortgage loan in a settlement transaction, such as a deed in lieu of foreclosure or a short sale.

Pursuant to the Idaho Residential Mortgage Practices Act, Idaho Code § 26-31-101, *et seq.*, (Act), a loan modification, is defined as, "...an *adjustment or compromise of an existing residential mortgage loan. The term „loan modification“ does not include a refinancing transaction*" (Idaho Code §26-31-201(2)). One particular activity that falls within the definition of a loan modification is the practice of representing a home-owner in obtaining an adjustment or compromise of his or her residential mortgage loan for compensation or gain, or in the expectation of such, pursuant to a short sale or pre-foreclosure sale negotiation.

Entities that engage in, or offer to engage in, affecting loan modifications in Idaho for compensation or gain, or in the expectation of such, must obtain a mortgage broker's license under the Act, and the individuals who conduct loan modification activity on behalf of such entities must obtain a mortgage loan originator's license. Many short sale transactions do not implicate these licensing requirements because the negotiation for the compromise or adjustment of the residential mortgage loan is conducted as part of the negotiation of a real estate transaction by an Idaho licensed real estate agent. When conducting this activity, individuals licensed by the Real Estate Commission are excluded from the licensing requirements of the Act, unless the real estate agent is paid by the lender, or the

lender's agent, for the loan negotiation services (as opposed to getting paid a commission on the real estate transaction).

That means a real estate licensee can help her customers or clients negotiate a loan modification as long as the licensee is performing activities that require a real estate license (see Idaho Code 54-2004(39) and (40) for a list of those activities). However, this does not extend to unlicensed assistants.

Any purchase or sale of real property for an active real estate licensee's own benefit becomes a regulated real estate transaction pursuant to Idaho Code

54-2003(2) and Idaho Code 54-2055¹: In addition, a real estate licensee who is buying or selling property on his own behalf can have himself as a client or customer. Therefore, the SAFE Act exclusion for real estate licensees also applies for a real estate licensee's personal transactions, and a real estate licensee can negotiate with a lender to purchase a short sale property for his own use.

Remember, the SAFE Act exclusion for real estate licensees does not apply to real estate agents who act solely as third-party short sale negotiators. Negotiating short sales for a fee is not an activity that requires a real estate license; therefore, a loan originator license from the Department of Finance is required if that is the only service the real estate agent provides. A licensed real estate agent assisting another licensed real estate agent with a short sale transaction at the same real estate brokerage is permissible.

There is a simple test to determine whether the SAFE Act exclusion for real estate licensees applies to short sale negotiations conducted by real estate licensees: If the fee or compensation for negotiating or assisting with a short sale is paid through the real estate brokerage by the licensee's designated broker, then the activity is excluded from loan originator licensing requirements. If the fee or compensation for negotiation activity is paid by a lender, or the lender's agent, then the exclusion does not apply, and a loan originator license is required.

GUIDANCE FROM THE IDAHO REAL ESTATE COMMISSION *Real Estate Brokers and Salespersons*

A. The Real Estate Commission is charged with administering Title 54, Chapter 20 of the Idaho Code (the "license law"), pertaining to real estate brokerage. A real estate license may be required to participate in a short sale purchase, if the buyer or investor is:

- Brokering real estate deals for others, but using property deeds, powers of attorney, and trusts to evade the requirement of licensure; or
- Acting as a "Dealer in options."

The license law requires anyone performing real estate brokerage activities to hold an active real estate license. Under Idaho Code 54-2004(39) and 54-2004(40), a real estate license is required for:

¹ Please note the requirement to disclose licensed status in Idaho Code 54-2055(2).

(a)...[A]ny person . . . who, directly or indirectly, while acting for another, for compensation or a promise or an expectation thereof, engages in any of the following: sells, lists, buys, or negotiates, or offers to sell, list, buy or negotiate

the purchase, sale, option or exchange of real estate or any interest therein or business opportunity or interest therein for others:

...
(c) Any person who represents to the public that the person is engaged in any of the above activities;

...
(d) Any person who directly or indirectly engages in, directs, or takes any part in the procuring of prospects, or in the negotiating or closing, any transaction which does or is calculated to result in any of the acts above set forth;

...
(e) A dealer in options as defined in this section.

(For more information on “dealer in options”, see Idaho Code 54-2004(19) and Idaho Real Estate Commission Guideline 18.)

Idaho Code 54-2003(4) states, “Exceptions to licensure shall not be used in any way to evade the purposes of this chapter. Any such attempt to evade this chapter shall be considered the unlicensed and unlawful practice of real estate.”

Taking title to property through deeds, powers of attorney, and trusts. There are several exceptions to licensure (Idaho Code 54-2003) that allow persons to conduct real property transactions without the need for a real estate license, including:

- For sale by owner or buying property for one’s own account or use (including regular employees of the owner or purchaser when the employee is acting within the scope of his employment).
- An attorney in fact acting under a Power of Attorney when it is granted to consummate a single conveyance transaction.
- A trustee in bankruptcy, personal representative of an estate, legal guardian or conservator, or anyone selling pursuant to the default provisions of a deed of trust.
- An attorney, in connection with client representation, if the attorney is not regularly engaged in the conduct or business of real estate broker or salesperson.

These exceptions to the license law occur legitimately in Idaho every day. However, the Commission sees many cases where these exceptions are being used as a “business model” in order to evade the requirements of the license law.

For Sale By Owner. Under the statute’s exceptions, a person who owns real property may market it for sale to buyers without having to hold a real estate license. However, if a person obtains a deed from the property owner with the

intent of finding another buyer before completing the transaction with the original property owner, i.e., before paying off the owner’s mortgage, the person is really putting deals together *for others*, with the expectation of a profit for himself. This activity amounts to “brokering”, and the person must be licensed.

Often, an unlicensed person obtains a deed or power of attorney for a distressed property (or has the homeowner convey it into a trust) under the guise of “saving” the property from foreclosure. The documents accompanying the conveyance state that the unlicensed person will market the property and use the sale proceeds to pay off the mortgage. Sometimes the conveyance instruments are recorded, and sometimes not. In almost every case, the mortgage remains in the distressed homeowner’s name. Occasionally, the lender has already determined a short sale payoff price it would accept. More often, the person who obtained the deed or power of attorney attempts to negotiate a short sale payoff with the lender, while at the same time marketing the property for sale at a higher price. The Commission has observed this type of activity and has taken action against the perpetrators for unlicensed practice. Although the unlicensed person may purport to fit within an exception to the licensing requirement, the Commission considers the misuse of the exemption as an attempt to evade the license law.

Dealing in Options. The Commission has seen many instances where an unlicensed person obtains “options” to buy property from sellers and then markets those properties for resale. However, an option does not convey any kind of ownership interest in or title to a property. Therefore, it is usually impossible for an option holder to qualify for the “for sale by owner” exception to licensure.

Typically, the “option agreement” is the functional equivalent of a listing agreement, and the unlicensed person’s expected compensation is the profit made upon the sale.

Similarly, the license law specifically defines dealing in options as brokering activity for which a license is required. The option holder may not list, sell, negotiate, procure buyers for, or otherwise broker that property unless he has a license. The Commission has jurisdiction and considers an unlicensed “dealer in options” to be engaging in unlicensed practice.

NOTE: A real estate licensee should use caution and consult his designated broker (if applicable) when asked to take a listing for an “option” property.

B. An active Idaho real estate licensee must comply with the license law in all of his personal real estate transactions.

Licensees are required to conduct their personal real estate transactions through their brokerage pursuant to Idaho Code 54-2055(3). This does not mean a licensee is required to “list” his property or sign a representation agreement with the brokerage. It does mean the licensee must provide copies of the transaction documents to his broker so the broker can review the contracts and ensure the correctness of the closing statements. Failure to disclose personal transactions and conduct them through the broker- age will subject a licensee to disciplinary action.

Real estate licensees owe certain duties to their clients and customers. A “client” is a buyer or seller with whom the licensee has a written representation agreement. Licensees who have client relationships with buyers and sellers have enhanced duties that are specified in Idaho Code 54-2087. A “customer” is any buyer or seller to the transaction who is not represented by the licensee’s brokerage. That means a licensee buying an unlisted property on his own behalf owes the seller all the “customer” duties identified in Idaho Code 54-2086 for that transaction. Usually, a seller who is upside down on his mortgage or who can’t make the payments just wants to get out from under his mortgage.

Unfortunately, the seller may not have all the information he needs to make a good decision about selling his property. There are some client and customer obligations that should be considered when working short sales. For example:

- Forgiven debt is considered income in the eyes of the IRS; some sellers may be liable for income taxes on the difference between what is owed and what a lender will accept as a short payoff.
- A seller may be required to sign a promissory note with the lender for the amount of a deficiency, i.e., the lender releases the lien, but not the debt. In this case, the seller still owes the money, but the security interest is simply released so the property can be sold.
- A transfer made to keep property out of a creditor's hands could be considered a "Fraudulent Conveyance".
- Some mortgage contracts contain "Due on Sale" clauses.

It is important for a licensee to make sure he is fulfilling his duties to a seller under the license law, whether the seller is a client or a customer. In the case of a client, that means promoting the best interests of the client in good faith, honesty, and fair dealing, and disclosing adverse material facts. It also means a licensee must, when appropriate, advise a client to seek appropriate tax, legal and other professional advice or counsel. Licensees are also required to disclose adverse material facts to customers and to perform ministerial acts with honesty, good faith, and reasonable skill and care.

It is a violation of the license law for a licensee to engage in dishonest or dishonorable dealings (including double contracts), make fraudulent misrepresentations, or act in a grossly negligent or reckless manner. There have been cases where distressed sellers were misled or subjected to predatory practices by erstwhile "buyers". Unfortunately, some of those "buyers" were licensees.

The Commission has seen cases where licensees had sellers sign blank deeds, powers of attorney, purchase and sale agreements, and other contracts. Licensees have also encouraged sellers to execute conveyance documents to the property (often conveying legal title to the licensees), while promising to "prevent" or "rescue" the sellers from foreclosure. These arrangements do not stop a foreclosure! In fact, such activity usually makes it more difficult for the seller to close a sale to a legitimate buyer.

Unfortunately, there have been instances where a licensee prepared and presented a "phantom offer" to a lender to start the short sale process, when in fact there was no legitimate offer to purchase the property. Typically, the offer price was quite low, and other legitimate (higher) offers were withheld from the lender. This is dishonest and dishonorable activity at the very least – and the Commission has had some success proving fraud in these situations.

When a lender agrees to a short payoff, that agreement often comes with certain conditions or requirements. A real estate licensee who fails to make required disclosures or purposely hides information from a lender may be disciplined.

Sellers may be required to sign affidavits or other disclosures verifying these requirements were fulfilled. Some commonly seen criteria include:

- 1.) The seller cannot receive any proceeds from the transaction.
- 2.) The mortgage holder may not approve a short sale if it involves a “flip” transaction.
- 3.) When a lender approves a short sale, the lender expects the property to have been marketed at a fair price.
- 4.) The mortgage holder wants to see all the offers to make an informed decision on what is best for its mortgage investors.

1. The seller cannot receive any proceeds from the transaction.

This includes a sales commission, a negotiator’s fee, or any sum that is not disclosed to the lender. We have seen cases where the seller is paid a minimal amount for a deed to the property to “prevent” a foreclosure. This is a sale, and the seller got something! A real estate licensee who acquires title to a property in this manner must conduct the transaction through his/her brokerage, and all license laws must be followed (including the customer or client duties owed to the seller).

In some cases, the real estate licensee is the distressed seller. There have been situations where a seller/licensee arranged for another licensee in the same office to “list” the property. The agent named on the listing received a small portion of the total commission, and the seller/licensee obtained the bulk of the commission for himself. The seller received money from the transaction!

In one case the seller/licensee filed an entity with the Secretary of State that was a short sale negotiation company. The company was paid a “loss mitigation fee” for the transaction, and the seller/licensee pocketed the money. It was the only transaction this “company” ever negotiated. Again, the seller received money from the transaction.

Sellers have liability under their mortgage contracts. A mortgage holder has the right to sue if it feels it was ripped off. In the case above, the lender actually sued the seller/ licensee to recover over \$20,000.00.

2. The mortgage holders may not approve a short sale if it involves a “flip” transaction.

A lender is entitled to every cent of the lien it holds. If a property can be flipped for a profit, it might be to the mortgage holder’s advantage wait for a better offer, or even take the property back, sell it, and make that profit for itself. In order for a mortgage holder to make an informed decision, it is important that all terms of the transaction are disclosed.

Many lenders have established “seasoning” requirements for deeds, requiring the property to have been titled to the seller for a certain length of time, typically 90 days. A legitimate buyer trying to purchase a short sale property may not be able to obtain a new mortgage if the deed is not “seasoned”, which harms both the buyer and the distressed seller. The “seasoning” requirement is not absolute and can be waived, and there are legitimate reasons for doing simultaneous closings, but many lenders have chosen to enforce this requirement.

One case involved a real estate licensee whose business model was to make an offer on a distressed property (in the name of a company he owned) and then negotiate a short sale payoff with the seller’s mortgage holder. Once the licensee knew what the lender would accept as a short payoff, he began marketing the

property as the seller at a higher price. If he could find a buyer who would pay more than the short sale payoff, he arranged a simultaneous closing. If he could not find a new buyer, the licensee walked away from the transaction and let the property go into foreclosure. The licensee said he never intended to close on the original purchase transaction unless he could make money on the “flip”. The planned “flip” was never disclosed to either the short sale mortgage holder or the lender for a subsequent buyer.

Commission staff has interviewed many mortgage holders about this very idea during the course of investigations. In every single case, mortgage holders said they would cancel a transaction if they knew it was part of a “flip”.

In the cases investigated, great effort was expended to keep the mortgage holders from finding out about subsequent flip transactions. This is the kind of effort that can lead to a fraud charge.

Likewise, a real estate licensee who has a property flipper for a client is not required to participate in a violation of the license law at the client’s request. On the contrary, the licensee should consider advising the flipper of potential violations and even terminating the relationship if the flipper continues to pursue illegal behavior.

3. When a lender approves a short sale, the lender expects the property to have been marketed at a fair price.

Sometimes short sale properties are listed for double and even triple the fair market value to discourage buyers from presenting an offer. The representation is made to the mortgage holder that after 3 months of hard marketing, there was not a single offer. Then, at the last minute, a real estate licensee or a favored client makes the only offer, based on the payoff data, which is public information.

Often, the opposite occurs, and the properties are listed for far less than fair market value or the amount owed on the mortgage to encourage “lowball” offers, and a representation is made to the mortgage holder that the property won’t sell for more. We have heard of still other situations where a representation was made to the mortgage holder that a property was on the market, but the property was never entered into the MLS, no ads were placed, and no signage was put up.

Many times, the “buyers” in these transactions are either actively seeking or already have subsequent buyers lined up for undisclosed “flips”. In all these situations, the mortgage holder is misled about the status of the market and may accept an offer in reliance on these misrepresentations.

4. The mortgage holder wants to see all the offers to make an informed decision on what is best for its mortgage investors.

The mortgage holder agrees to consider a short sale in exchange for the right to consider all offers on the property, **not just the offer that is the most favorable to the licensee or flipper**. The seller is asking for a favor, and the mortgage holder must be satisfied before granting that favor.

At closing, the seller may be required to sign an affidavit or other disclosure stating all offers were presented to the mortgage holder. The seller would have liability if the lender learned there were other undisclosed offers on the property.

If the property could have sold for more money, the mortgage holder and its investors may have a claim for money damages and/or fraud.

A real estate licensee could be subject to disciplinary action for suggesting that his customer or client withhold offers from the lender. If the seller is licensee's client, the licensee has a duty to represent the seller's best interests. Subjecting the seller to a lawsuit, allowing him to commit perjury, or implicating him in a fraudulent transaction is not in the seller's best interest.

Keep in mind that when the ultimate buyer comes along, he will likely want to finance the purchase. A new mortgage lender may not finance a property that is part of a flip. Failure to disclose this information to a new lender could result in a double contract. Full disclosure is the best safety measure a licensee can take. Don't put yourself into the position of determining what an underwriter doesn't need or want to know.

C. There are legitimate ways to profit from short sales.

Unfortunately, many questionable practices have been reported in the short sale realm, involving both real estate licensees and unlicensed participants. It is important for Idaho real estate licensees to keep their designated brokers in the loop on all transactions and report questionable activity. The Real Estate Commission is also available as a resource, although the Commission does not approve or recommend business models.

- 1.) Buy a short sale property on the competitive market. Allow the mortgage holder to consider all offers.
- 2.) Close the transaction. Record the deed and take possession of your property.
- 3.) What you do from here is your business. You may want to spruce the place up a bit, allow six months for deed seasoning, and resell it. The point is: **don't market it until you actually own it.**
- 4.) Disclose, disclose, disclose. Tell all parties, especially the mortgage holder, exactly what is being done and what the intentions are. Put all disclosures in writing in the Purchase and Sale Agreement, so the mortgage holder is sure to see them. It's also a good idea to keep proof that you made these disclosures. If the mortgage holder wants to go through with the deal, at least they made an informed decision. A licensee is only responsible for fair dealings.

FREQUENTLY ASKED QUESTIONS

For Individuals Purchasing or Selling Properties Subject to a Short Sale Approval

Question #1: What triggers a licensing requirement under the Idaho Residential Mortgage Practices Act for an individual or company when dealing with a residential real property that may be subject to a short sale approval from a lender?

Answer: A license from the Idaho Department of Finance is required when, in a third-party capacity for compensation or gain or in expectation of such, a person

offers or undertakes to affect a compromise or an adjustment of a homeowner's residential mortgage loan. The following are examples of activities that require a license:

1. A person who is not an Idaho real estate licensee communicates with the homeowner's lender, in a representative capacity for the homeowner, for the purpose of affecting a compromise or adjustment of the homeowner's residential mortgage loan.
2. A person who is not an Idaho real estate licensee obtains personal financial information from a homeowner and, in a representative capacity for the homeowner, communicates that information to the homeowner's lender for the purpose of obtaining a compromise or adjustment of the homeowner's residential mortgage loan.
3. A person who is not an Idaho real estate licensee obtains authorization from a homeowner for the release of personal, private, financial information and uses such authorization and information in a representative capacity for the homeowner to negotiate, (i) a release of the lender's lien on property in consideration of the payment of less than the amount owed by the homeowner pursuant to a residential mortgage loan; (ii) a waiver by the lender of any amounts to be paid pursuant to a residential mortgage loan; or, (iii) the settlement of an existing residential mortgage loan on terms which differ from the original terms of the loan.

Question #2: Does a person need to obtain a license from the Department of Finance solely for the act of purchasing or selling a residential property that is subject to a short sale approval?

Answer: No. When **not** acting as a representative of a homeowner/seller to affect an adjustment or compromise of the homeowner's/seller's mortgage loan, an individual or company that purchases a residential real property subject to a short sale approval by a lender, does not need a license from the Department to make such a purchase or to resell the property.

Question #3: I read the default notices in the paper or search through courthouse records to identify distressed properties. I have a homeowner deed his home to me (or place the property in a trust or give me power of attorney) to stop the foreclosure. Then I attempt to sell the home for a profit. The mortgage is still in place against the property, however, and the distressed homeowner is still liable on the mortgage. Do I need a real estate license?

Answer: Yes. Although every situation is fact specific, this appears to be a business model where you are engaging in unlicensed real estate brokerage because you are attempting to procure buyers and sellers for compensation. It is also likely the Commission would consider you to be in violation of the license law for using an exception to licensure to circumvent the requirement that you be licensed to conduct brokerage activities.

Question #4: I have an Option to purchase a specific property, and I want to market it for sale. When I find a buyer, I will exercise my Option rights and

do a simultaneous closing with the second buyer. Do I need a real estate license?

Answer: Yes. Your rights as an Option holder do not give you an ownership interest in the property. Dealers in options are required to hold an active Idaho real estate license. You should also note that, to be enforceable, an option to purchase must meet the statute of frauds requirements.

Question #5: I make offers to buy distressed properties. Then I go to the seller's mortgage holder and negotiate a short payoff of the loan. Once I get a payoff number, I market the property to a new buyer. This helps the seller avoid foreclosure. I keep the money I make on the sale to the new buyer.

Since I'm buying these properties for myself, I don't need a real estate license, right?

Answer: Wrong! If you do not intend to close on the purchases unless you procure new buyers for resale, you are likely engaging in real estate brokerage activity and using the offers to purchase as a way to circumvent the real estate license law.

For Real Estate Agents

Question #6: Is a real estate licensee required to obtain a license from the Idaho Department of Finance if he negotiates with a lender to obtain a short sale approval on behalf of his client or customer?

Answer: No, unless the real estate licensee is paid by the lender or his agent for such negotiation services (as opposed to receiving a commission on the real estate transaction). Otherwise, a real estate licensee, whether directly representing a homeowner in a real estate transaction or representing other parties in a real estate transaction, is excluded from licensure for the activities of negotiating a short sale approval with a lender or the lender's agent on behalf of a homeowner.

Question #7: If a real estate licensee forms a company that conducts the activities subject to licensure by the Department of Finance, is the company also excluded from licensing by the Department based on the real estate agent's exclusion?

Answer: No. If a real estate licensee forms a company whose business activities include offering or undertaking, in a third-party representative capacity, to affect com- promises or adjustments of homeowners' residential mortgage loans for compensation or gain, or in expectation of such, the company is subject to licensure as a mortgage broker under the Idaho Residential Mortgage Practices Act.

Question #8: I'm a licensed real estate agent who buys properties subject to a short sale. If I also negotiate the short sale approval with the lender or the lender's agent on behalf of the homeowner/seller, is a license required from the Idaho Department of Finance?

Answer: No. The Idaho Department of Finance recognizes that when a licensed real estate agent is a party to a purchase or sales transaction, his or her act of

negotiating an adjustment or compromise to the homeowner's residential mortgage loan is authorized under his or her real estate license and excluded from the licensing requirements of the Idaho Residential Mortgage Practices Act.

Question #9: I am an Idaho real estate licensee who negotiates short sale approvals with lenders or their agents on behalf of my clients. My assistant does much of my clerical work, faxing documents or making document submissions on my behalf. Does he or she need any special license?

Answer: No. As long as an assistant performs only clerical or administrative functions and does not engage directly or indirectly in negotiations with a lender, or lender's agent, no license is required from the Department of Finance.

Question #10: I am a real estate licensee who negotiates short sale approvals with lenders or their agents on behalf of my clients. I also want to offer assistance to consumers in obtaining modifications to the repayment terms of their existing loans without the modification resulting in a real estate transaction, such as a short sale. Do I need a license from the Department of Finance?

Answer: Yes, if such modification activity is conducted for compensation or gain or in the expectation of compensation or gain and is not an activity for which a real estate license is required. However, an Idaho licensed real estate agent, or anyone else, may offer mortgage loan modification services without the need for licensure so long as such services are provided for no direct or indirect compensation or gain.

Question #11: What if a homeowner utilizes a licensed real estate agent to negotiate a compromise of the terms of the homeowner's mortgage loan in a short-sale transaction after the homeowner has failed to qualify for a mortgage loan modification? Does the real estate agent need a license from the Department of Finance where the real estate agent receives no compensation from the lender or the lender's agent?

Answer: No. A real estate agent may engage in negotiating a short sale approval as a real estate agent representing a buyer or a seller under the scope of the agent's real estate license without the requirement of a license from the Department of Finance, so long as the real estate agent is not compensated by the lender, or lender's agent, for the agent's negotiation activities.

Question #12: I obtained a Warranty Deed to a property where the seller is behind on his mortgage payments to stop his foreclosure. Next, I immediately made an offer and forwarded it to the seller's mortgage holder to start the short sale process while I try to find a buyer for the property. I told my broker what I'm doing. He told me to ask if it is OK for me to put this property on the MLS?

Answer: Hmmm.... Why would you need to make an offer on a property that you already hold a deed to? In addition, most lenders do not appreciate having property in which they hold a security interest conveyed to someone else without their consent or knowledge. If you do not intend to go through with the purchase unless you find a new buyer, and you don't make full disclosure to the mortgage holder regarding your plans, you may be subject to disciplinary action by the Real Estate Commission.

Question #13: Can I have sellers sign blank Purchase and Sales Agreements that I will fill out once I know what the mortgage holder will accept?

Answer: No. Under Idaho's Consumer Protection Act, having consumers sign blank documents is illegal. The Attorney General's office is charged with enforcing the Consumer Protection Act, and they could get involved. The Real Estate Commission will pursue a violation of Dishonest and Dishonorable Dealing for any licensee involved with this activity. If it is illegal, it is certainly dishonest.

Question #14: A client of mine just bought and closed on a property where the seller had to have the mortgage holder take a short payoff. He wants me to list it for him and wants to make a \$20,000 profit. Is this legal?

Answer: Yes. Once a person has actually paid money for and closed on a property (including recording of the deed), what he does with the property is his own business. You may have some problems reselling quickly, however, because a new lender may want more "seasoning" on the deed. You should research several lenders to see if this is a roadblock to selling the property. It should not be a concern after six months in any case.

Question #15: I have been approached by a short sale investor to list several proper- ties he is in the process of purchasing. I need the business, but I want to make sure I operate within the law. The investor assured me the Idaho Real Estate Commission has reviewed and approved his program, so I don't need to worry about jeopardizing my license, right?

Answer: Wrong. The Idaho Real Estate Commission does not approve business plans or investment models. When in doubt, check it out. Call the Enforcement Department of the Real Estate Commission.

Question #16: I am a Designated Broker. I know one of my licensees just went through a messy divorce, and she is trying to sell the house as part of the divorce process. She needs to get her mortgage holder to agree to a short sale. She referred herself to another agent in the office who is now her listing agent. The listing agent asked me to pay a referral fee to the seller. Is this OK?

Answer: Mortgage holders typically include a restriction in the short sale payoff letter that precludes a seller, no matter the personal problems, from receiving anything from a short sale transaction.

For Mortgage Brokers/Lenders and Loan Originators

Question #17: Does my existing license allow me to conduct loan modification activities, including short sale negotiations in a third-party representative capacity with a homeowner's lender or the lender's agent?

Answer: Yes. Third-party loan modification activities, including short sale negotiations, are mortgage brokering activities for purposes of the Idaho Residential Mortgage Practices Act. A company that has obtained a license as a mortgage broker has the necessary licensure to engage in these activities and its licensed loan originators may conduct the activities on the company's behalf. A mortgage broker/lender licensee must submit to the Department of Finance an amendment to its license application filing to show that it will be engaging in such

activities along with the forms it will use to conduct the activities, and a description of its business activities along with a description of upfront fees, if any, it intends to charge.

Question #18: If I have a loan originator license, may I conduct short sale negotiations with a lender or the lender's agent on behalf of a homeowner/seller even though I am not employed by a mortgage broker?

Answer: No. A mortgage loan originator licensee who conducts short sale negotiations with a lender or the lender's agent on behalf of a homeowner/seller may only do so on behalf of either a licensed mortgage broker/lender or an exempt entity. Under the provisions of the Idaho Residential Mortgage Practices Act, individuals who wish to conduct these activities as a sole proprietor must obtain a license as a mortgage broker for their sole proprietorship and an individual license as a loan originator.

Question #19: I have applied for a loan originator license, and I want to negotiate with a lender or the lender's agent on behalf of a homeowner/seller for the purpose of affecting a compromise or an adjustment of the homeowner's/seller's residential mortgage loan. Do I need to be supervised by someone with experience doing mortgage modifications, including short sales?

Answer: In order to conduct business as a loan originator, an individual must obtain a license and work for a licensed mortgage broker/lender or an exempt entity. A mortgage broker/lender must demonstrate that it has a qualified person in charge of its operations who has at least three years experience in residential mortgage lending or brokering. This experience does not have to be specific solely to activities leading to compromises or adjustments of homeowner's/seller's residential mortgage loans.

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