## REAL ESTATE COMMISSION[193E] [Prior to 6/15/88, see Real Estate Commission[700]]

## CHAPTER 1

	ADMINISTRATION	
1.1(543B)	Mission of the commission	
1.2(543B)	Correspondence and communications	
1.3(543B)	Meetings of the commission	
1.4(543B)	Custodian of records, filings, and requests for public information	
1.5(543B)	Waiver or variance from rules	
1.6(543B)	Investigation and subpoena	
1.7(543B)	Contested case procedures	
1.8(543B)	Denial of issuance or renewal of license for nonpayment of child support or student loan	
1.9(543B)	Petition for rule making	
1.10(543B)	Declaratory orders	
1.11(543B)	Sale of goods and services	
1.12(543B)	Impaired licensee review committees	
	CHAPTER 2	
	DEFINITIONS	
2.1(543B)	Definitions	
	CHAPTER 3	
	BROKER LICENSE	
3.1(543B)	General requirements for broker license	
3.2(543B)	License examination	
3.3(543B)	Application for broker license	
3.4(543B)	Broker continuing education requirements	
3.5(17A,272C,543	B) Renewing a broker license	
3.6(272C,543B)	Reinstatement of an expired broker license	
	CHAPTER 4	
	SALESPERSON LICENSE	
4.1(543B)	General requirements for salesperson license	
4.2(543B)	License examination	
4.3(543B)	Application for salesperson license	
4.4(543B)	Salesperson continuing education requirements	
4.5(543B)	Renewing a license	
4.6(272C,543B)	Reinstatement of an expired salesperson license	
CHAPTER 5		
L	ICENSEES OF OTHER JURISDICTIONS AND RECIPROCITY	
5.1(543B)	Licensees of other jurisdictions	
5.2(543B)	Nonresident application	
5.3(543B)	License by Iowa-specific examination	
5.4(543B)	Licensure by reciprocity	
5.5(543B)	Renewal of a license issued by reciprocity	
5.6(543B)	Reinstatement of a license issued by reciprocity	
5.7(543B)	Nonresident real estate offices and licenses required	
5.8(543B)	License as prerequisite	
5.9(543B)	Actions against nonresidents	

5 10(5/2D)	
5.10(543B)	Nonresident continuing education
5.11(543B)	License discipline reporting required
	CHAPTER 6
	TERMINATION AND TRANSFER
6.1(543B)	Terminating employment or association
6.2(543B)	Immediate transfer of license and required transfer form
6.3(543B)	Broker authorized
0.5(5 <del>4</del> 5 <b>D</b> )	Broker duthorized
	CHAPTER 7
	OFFICES AND MANAGEMENT
7.1(543B)	Real estate offices and licenses required
7.2(543B)	Notification required
7.3(543B)	Suspended and revoked licenses
7.4(543B)	Prohibited practices
7.5(543B)	Loan finder fees
7.6(543B)	Lotteries prohibited
7.7(543B)	Broker required to furnish progress report
7.8(543B)	Disclosure of licensee interest, acting as a principal, and status as a licensee
7.9(543B)	Financial interest disclosure required
7.10(543B)	Agency-designated broker responsibilities
7.11(543B)	Supervision required
7.12(543B)	Commission controversies
7.13(543B)	Support personnel for licensees; permitted and prohibited activities
7.14(543B)	Information provided by nonlicensed support personnel restricted
7.15(543B)	Presenting purchase agreements
	CHAPTER 8
	CLOSING A REAL ESTATE BUSINESS
8.1(543B)	CLOSING A REAL ESTATE BUSINESS Closing a real estate firm
8.1(543B) 8.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage
	Closing a real estate firm
8.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm
8.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm CHAPTER 9
8.2(543B) 8.3(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9  FEES
8.2(543B) 8.3(543B) 9.1(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9  FEES Fees
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9  FEES  Fees Refunds and bad checks
8.2(543B) 8.3(543B) 9.1(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9  FEES  Fees Refunds and bad checks Examination fee
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B) 10.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising Advertising under own name
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B) 10.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising Advertising under own name Signs on property
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B) 10.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising Advertising under own name
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B) 10.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising Advertising under own name Signs on property  CHAPTER 11
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B) 10.2(543B) 10.3(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising Advertising under own name Signs on property  CHAPTER 11 BROKERAGE AGREEMENTS AND LISTINGS
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B) 10.2(543B) 10.3(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising Advertising under own name Signs on property  CHAPTER 11 BROKERAGE AGREEMENTS AND LISTINGS Listing brokerage agreements
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B) 10.2(543B) 10.3(543B) 11.1(543B) 11.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising Advertising under own name Signs on property  CHAPTER 11 BROKERAGE AGREEMENTS AND LISTINGS Listing brokerage agreements Enforcing a protective clause
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B) 10.2(543B) 10.3(543B) 11.1(543B) 11.2(543B) 11.3(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising Advertising under own name Signs on property  CHAPTER 11 BROKERAGE AGREEMENTS AND LISTINGS Listing brokerage agreements Enforcing a protective clause Brokerage agreements
8.2(543B) 8.3(543B) 9.1(543B) 9.2(543B) 9.3(543B) 10.1(543B) 10.2(543B) 10.3(543B) 11.2(543B) 11.2(543B) 11.3(543B) 11.4(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm  CHAPTER 9 FEES  Fees Refunds and bad checks Examination fee  CHAPTER 10 ADVERTISING  Advertising Advertising under own name Signs on property  CHAPTER 11 BROKERAGE AGREEMENTS AND LISTINGS Listing brokerage agreements Enforcing a protective clause Brokerage agreements Terms or conditions

	CHAPTER 12
10 1(5 (2D)	DISCLOSURE OF RELATIONSHIPS
12.1(543B)	Written company policy required
12.2(543B)	Disclosure of agency
12.3(543B)	Single agent representing a seller or landlord
12.4(543B)	Single agent representing a buyer or tenant
12.5(543B)	Disclosed dual agent
12.6(543B) 12.7(543B)	Appointed agents within a brokerage Appointed agent procedures and disclosure
12.7(343B)	Appointed agent procedures and discrosure
	CHAPTER 13
	TRUST ACCOUNTS AND CLOSINGS
13.1(543B)	Trust account
13.2(543B)	Closing transactions
13.3(543B)	Salesperson shall not handle closing
13.4(543B)	Consent to return earnest money not required
13.5(543B)	File record keeping
13.6(543B)	Licensee acting as a principal
	CHAPTER 14
	SELLER PROPERTY CONDITION DISCLOSURE
14.1(543B)	Property condition disclosure requirement
14.1( <i>3</i> 4 <i>3</i> <b>D</b> )	Troperty condition disclosure requirement
	CHAPTER 15
	PROPERTY MANAGEMENT
15.1(543B)	Property management
	CHAPTER 16
	PRELICENSE EDUCATION AND CONTINUING EDUCATION
16.1(543B)	Definitions
16.2(543B)	Salesperson prelicense and postlicense requirements
16.3(543B)	Broker prelicense education requirements
16.4(543B)	Continuing education requirements
16.5(543B)	Continuing education records
16.6(543B)	Reactivating an inactive license
16.7(543B)	Full-time attendance
16.8(543B)	Education requirements for out-of-state licensees
16.9(543B)	Examination as a substitute for continuing education
16.10(543B)	Use of prelicense and postlicense courses as continuing education
16.11(543B)	Requests for prior approval or postapproval of a course(s)
	CHAPTED 17
	CHAPTER 17
17 1(5/2D)	APPROVAL OF SCHOOLS, COURSES AND INSTRUCTORS
17.1(543B)	Administrative requirements for schools, courses and instructors Certificates of attendance
17.2(543B)	Instructors taking license examinations for auditing purposes
17.3(543B) 17.4(543B)	Continuing education credit for instructors
17.5(543B)	Acceptable course topics
17.6(543B)	Nonqualifying courses
17.0(543B) 17.7(543B)	Standards for approval of courses of instruction
17.7(543B) 17.8(543B)	Responsibilities of instructors and course developers
17.9(543B)	Standards for approval of classroom courses
17.10(543B)	Standards for approval of distance education courses
	approximate additional company

17.11(543B)	Standards for approval of paper and pencil home-study courses	
17.12(543B)	Qualifying as an instructor	
CHAPTER 18		
	INVESTIGATIONS AND DISCIPLINARY PROCEDURES	
10 1/17 4 2720 542		
18.1(17A,272C,543		
	BB) Grounds for discipline	
	BB) Initiation of disciplinary investigations	
18.4(272C,543B) Sources of information		
	BB) Conflict of interest	
18.6(272C,543B)		
18.7(272C,543B)		
	Confidentiality of complaint and investigative information	
	BB) Investigation procedures	
	13B) Informal discussion	
	3B) Closing complaint files	
	13B) Initiation of disciplinary proceedings	
	43B) Disciplinary contested case procedures	
	Disciplinary sanctions	
18.15(17A,272C,54	3B) Reinstatement	
	CHAPTER 19	
	MENTS FOR MANDATORY ERRORS AND OMISSIONS INSURANCE	
19.1(543B)	Insurance definitions	
19.2(543B)	Insurance requirement—general	
19.3(543B)	Other coverage	
19.4(543B)	Administrative requirements—general	
19.5(543B)	Commission responsibilities	
19.6(543B)	Compliance	
19.7(543B)	Records and retention	
	CHAPTER 20	
	TIME-SHARE FILING	
20.1(557A)	Time-share interval filing fees	
	CHAPTER 21	
ENFO	DRCEMENT PROCEEDINGS AGAINST UNLICENSED PERSONS	
21.1(17A,543B)	Civil penalties against unlicensed persons	
21.2(17A,543B)	Unlawful practices	
21.3(17A,543B)	Investigations	
21.4(17A,543B)	Subpoenas	
21.5(17A,543B)	Notice of intent to impose civil penalty	
21.6(17A,543B)	Requests for hearings	
21.7(17A,543B)	Alternative procedure	
21.8(17A,543B)	Factors to consider	
21.9(17A,543B)	Enforcement options	
	CHAPTER 22	
	OPERATIONS OF GRANT COMMITTEE	
22.1(543B)	Definitions	
22.2(543B)	Scope	
22.3(543B)	Membership	
22.4(543B)	Time and place of meetings	
` ,	·	

22.5(543B) 22.6(543B) 22.7(543B) 22.8(543B)	Notification of meetings Attendance and participation by the public Quorum and voting requirements Minutes and recording of meetings
	CHAPTER 23
	GRANT APPLICATIONS AND AWARDS
23.1(543B)	Scope
23.2(543B)	Application process
23.3(543B)	Selection of grant proposals
23.4(543B)	Evaluation
23.5(543B)	Termination
23.6(543B)	Financial management
23.7(543B)	Adjustments and collections