

## CHAPTER 1 ADMINISTRATION

[Prior to 6/15/88, see Real Estate Commission[700] Ch 1]

[Prior to 9/4/02, see 193E—Chs 2, 5, 7, 8]

**193E—1.1(543B) Mission of the commission.** The mission of the Iowa real estate commission is to protect the public through the examination, licensing, and regulation of real estate brokers, salespersons, and firms pursuant to Iowa Code chapter 543B, Real Estate Brokers and Salespersons; to administer Iowa Code chapter 543C, Sales of Subdivided Land Outside of Iowa; and to administer Iowa Code chapter 557A, Time-Shares.

The commission is a policy-making body with authority to promulgate rules for the regulation of the real estate industry consistent with all applicable statutes. Rules promulgated by the commission are published under agency number 193E in the Iowa Administrative Code. Administrative support services are furnished by the professional licensing and regulation division of the department of commerce. The administrator of the professional licensing and regulation division appoints and supervises an executive officer and staff to carry out the duties assigned by the commission. The commission or duly authorized representative may inspect subdivided land outside of Iowa pursuant to Iowa Code section 543C.4.

**193E—1.2(543B) Correspondence and communications.** Correspondence and communications with the commission shall be addressed or directed to the commission office at 1918 S.E. Hulsizer, Ankeny, Iowa 50021. The facsimile number is (515)281-7411. Contact information is available from the commission's Web site located at <http://www.state.ia.us/irec>.

**193E—1.3(543B) Meetings of the commission.** Meetings of the commission shall be held at times scheduled by the commission in the offices of the commission or at a place designated by the commission. Special meetings may be called by the chairperson or executive officer of the commission, who shall set the time and place of the meeting.

**193E—1.4(543B) Custodian of records, filings, and requests for public information.** Unless otherwise specified by the rules of the department of commerce or the professional licensing and regulation division, the commission is the principal custodian of its own agency orders, statements of law or policy issued by the commission, legal documents, and other public documents on file with the commission.

**1.4(1)** Any person may examine public records promulgated or maintained by the commission at its office during regular business hours. The office is open during regular business hours from 8 a.m. until 4:30 p.m., Monday through Friday. The office is closed Saturdays, Sundays, and official state holidays.

**1.4(2)** Records, documents and other information may be gathered, stored, and available in electronic format. Information, various forms, documents, and the license law and rules may be reviewed or obtained at any time by the public from the commission's Web site located at <http://www.state.ia.us/irec>.

**1.4(3)** Deadlines. Unless the context requires otherwise, any deadline for filing a document shall be extended to the next working day when the deadline falls on a Saturday, Sunday, or official state holiday.

**1.4(4)** Public records and fair information practices. The commission's rules on public records and fair information practices may be found in the uniform rules for the professional licensing and regulation division at 193—Chapter 13.

**193E—1.5(543B) Waiver or variance from rules.** Persons who wish to seek waivers from commission rules should consult the uniform rules for the professional licensing and regulation division at 193—Chapter 5.

**193E—1.6(543B) Investigation and subpoena.** Commission rules regarding investigations and investigatory subpoenas may be found in 193E—Chapter 18 and in the uniform rules for the professional licensing and regulation division at 193—Chapter 6.

**193E—1.7(543B) Contested case procedures.** Commission rules on contested case procedures may be found in 193E—Chapter 18 and in the uniform rules for the professional licensing and regulation division at 193—Chapter 7.

**193E—1.8(543B) Denial of issuance or renewal of license for nonpayment of child support or student loan.** Commission rules on the denial of the issuance or renewal of license based on nonpayment of child support obligations or student loan may be found in the uniform rules for the professional licensing and regulation division at 193—Chapter 8.

**193E—1.9(543B) Petition for rule making.** Persons wishing to file a petition for rule making should consult the uniform rules for the professional licensing and regulation division at 193—Chapter 9.

**193E—1.10(543B) Declaratory orders.** Persons wishing to seek a declaratory order should consult the uniform rules for the professional licensing and regulation division at 193—Chapter 10.

**193E—1.11(543B) Sale of goods and services.** Commission rules on the sale of goods and services by commission members may be found in the uniform rules for the professional licensing and regulation division at 193—Chapter 11.

**193E—1.12(543B) Impaired licensee review committees.** Commission rules governing impaired licensee review committees may be found in the uniform rules for the professional licensing and regulation division at 193—Chapter 12.

These rules are intended to implement Iowa Code chapters 17A, 252J, 261, 272C and 543B.

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