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

CHAPTER 1 ADMINISTRATION

	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)	-	
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		
	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(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
()	
	CHAPTER 7
5 1 (5 10 D)	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 Loan finder fees
7.5(543B) 7.6(543B)	
7.0(543B) 7.7(543B)	Lotteries prohibited Broker required to furnish progress report
7.7(543B) 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
0.1(5.42D)	CLOSING A REAL ESTATE DUSINESS
	Closing a real estate firm
8.1(543B) 8.2(543B)	Closing a real estate firm Involuntary closing of a sole-proprietor brokerage
8.2(543B)	Involuntary closing of a sole-proprietor brokerage
	Involuntary closing of a sole-proprietor brokerage Involuntary closing of a corporation, partnership, or association brokerage firm
8.2(543B)	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)	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)	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)	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)	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)	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) 9.2(543B)	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) 9.3(543B) 10.1(543B)	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)	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)	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)	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)	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) 10.3(543B)	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)	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)	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)	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) 11.2(543B) 11.2(543B) 11.3(543B) 11.4(543B) 11.5(543B)	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 Distribution of executed instruments
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)	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

	CHADTED 12
	CHAPTER 12 DISCLOSURE OF RELATIONSHIPS
12.1(543B)	
12.1(543B) 12.2(543B)	Written company policy required Disclosure of agency
12.3(543B)	Single agent representing a seller or landlord
12.4(543B)	Single agent representing a serier or tandrord
12.5(543B)	Disclosed dual agent
12.6(543B)	Appointed agents within a brokerage
12.7(543B)	Appointed agent procedures and disclosure
12.7(0.02)	rappointed agent processaries and also receive
	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
. ()	
	CHAPTER 15
15.1(5.100)	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)
	CHAPTER 17
	APPROVAL OF SCHOOLS, COURSES AND INSTRUCTORS
17.1(543B)	Administrative requirements for schools, courses and instructors
17.1(543B) 17.2(543B)	Certificates of attendance
17.2(543B)	Instructors taking license examinations for auditing purposes
17.4(543B)	Continuing education credit for instructors
17.5(543B)	Acceptable course topics
17.6(543B)	Nonqualifying courses
17.7(543B)	Standards for approval of courses of instruction
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
(-)	11

17.11(543B)	Standards for approval of paper and pencil home-study courses	
17.12(543B)	Qualifying as an instructor	
	CHADTED 10	
	CHAPTER 18	
10 1/17 4 0700 540	INVESTIGATIONS AND DISCIPLINARY PROCEDURES	
	BB) Disciplinary and investigative authority	
	BB) Grounds for discipline	
	BB) Initiation of disciplinary investigations	
	Sources of information	
	BB) Conflict of interest	
18.6(272C,543B)		
18.7(272C,543B)		
	Confidentiality of complaint and investigative information	
	BB) Investigation procedures	
18.10(17A,272C,54	43B) Informal discussion	
18.11(17A,272C,54	43B) Closing complaint files	
18.12(17A,272C,54	43B) Initiation of disciplinary proceedings	
18.13(17A,272C,54	43B) Disciplinary contested case procedures	
18.14(272C,543B)	Disciplinary sanctions	
18.15(17A,272C,54	43B) Reinstatement	
	CHADTED 10	
DEOLUDE	CHAPTER 19 MENTS FOR MANDATORY ERRORS AND OMISSIONS INSURANCE	
	Insurance definitions	
19.1(543B)		
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 Records and retention	
19.7(543B)	Records and retention	
	CHAPTER 20	
	TIME-SHARE FILING	
20.1(557A)	Time-share interval filing fees	
, ,	•	
ENE	CHAPTER 21	
	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