

**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,543B) 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  
LICENSEES 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  
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 firm
- 8.2(543B) Involuntary closing of a sole-proprietor brokerage
- 8.3(543B) Involuntary closing of a corporation, partnership, or association brokerage firm

CHAPTER 9  
FEES

- 9.1(543B) Fees
- 9.2(543B) Refunds and bad checks
- 9.3(543B) Examination fee

CHAPTER 10  
ADVERTISING

- 10.1(543B) Advertising
- 10.2(543B) Advertising under own name
- 10.3(543B) Signs on property

CHAPTER 11  
BROKERAGE AGREEMENTS AND LISTINGS

- 11.1(543B) Listing brokerage agreements
- 11.2(543B) Enforcing a protective clause
- 11.3(543B) Brokerage agreements
- 11.4(543B) Terms or conditions
- 11.5(543B) Distribution of executed instruments
- 11.6(543B) Rebates and inducements
- 11.7(543B) New construction

CHAPTER 12  
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) Appointed agents within a brokerage
- 12.7(543B) Appointed agent procedures and disclosure

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  
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
- 17.2(543B) Certificates of attendance
- 17.3(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

- 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

- 18.1(17A,272C,543B) Disciplinary and investigative authority
- 18.2(17A,272C,543B) Grounds for discipline
- 18.3(17A,272C,543B) Initiation of disciplinary investigations
- 18.4(272C,543B) Sources of information
- 18.5(17A,272C,543B) Conflict of interest
- 18.6(272C,543B) Complaints
- 18.7(272C,543B) Case numbers
- 18.8(272C,543B) Confidentiality of complaint and investigative information
- 18.9(17A,272C,543B) Investigation procedures
- 18.10(17A,272C,543B) Informal discussion
- 18.11(17A,272C,543B) Closing complaint files
- 18.12(17A,272C,543B) Initiation of disciplinary proceedings
- 18.13(17A,272C,543B) Disciplinary contested case procedures
- 18.14(272C,543B) Disciplinary sanctions
- 18.15(17A,272C,543B) Reinstatement

#### CHAPTER 19

##### REQUIREMENTS 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

##### ENFORCEMENT 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) Notification of meetings
- 22.6(543B) Attendance and participation by the public
- 22.7(543B) Quorum and voting requirements
- 22.8(543B) 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