## 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	
1.0(0 1013)	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	
	CHARTER A	
	CHAPTER 4	
4.1(5.42D)	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(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

	CHAPTER 12
10.1(5.10D)	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 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
1 ( 1 (5 12D)	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) 16.6(543B)	Continuing education records 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)
10.11(0.02)	
	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) 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,543	BB) Disciplinary and investigative authority		
18.2(17A,272C,543	BB) Grounds for discipline		
18.3(17A,272C,543	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		
	H3B) Informal discussion		
	H3B) Closing complaint files		
	43B) Initiation of disciplinary proceedings		
	43B) Disciplinary contested case procedures		
	Disciplinary sanctions		
18.15(1/A,2/2C,54	43B) Reinstatement		
	CHAPTER 19		
BEOTHER.	MENTS FOR MANDATORY ERRORS AND OMISSIONS INSURANCE		
19.1(543B)	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		
19.7(543B)	Records and retention		
	CHAPTER 20		
	TIME-SHARE FILING		
20.1(557.4)	Time-share interval filing fees		
20.1(557A)	Time-share interval filling fees		
	CHAPTER 21		
ENF(	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) 21.6(17A,543B)	Requests for hearings		
21.7(17A,543B) 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.T(J <b>T</b> JD)	Time and place of incenings		

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