

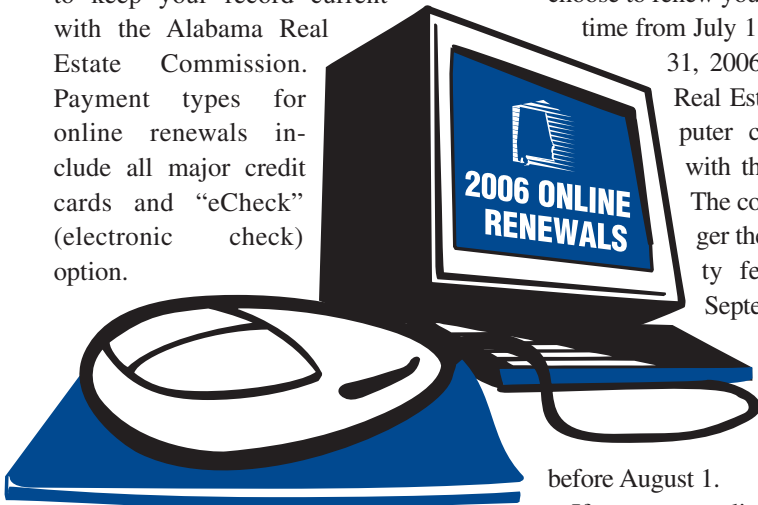


RENEWAL ISSUE 2006

License Renewal Time!

By D. Philip Lasater, Executive Director

2006 is an even numbered year. Even numbered years are when real estate licenses are renewed. **Renewing online will still be the best option by which to accomplish renewal of your salesperson, broker or company license.** Licensees may renew their own license or brokers have the option of renewing some or all of the licensees with their company. Additionally, upon logging in, licensees will have the option to make any changes to home address, telephone and email. This is an easy way to keep your record current with the Alabama Real Estate Commission. Payment types for online renewals include all major credit cards and "eCheck" (electronic check) option.



LOG IN!

Begin from the Real Estate Commission Web site and click on Online Services. Licensees will access their personal license record. They will do so by entering their license number, date of birth, and last four digits of the social security number. This will insure that the person being renewed is the person intended. The screen will direct on through the remainder of the process until the transaction is terminated or confirmed. When the transaction is complete

you will be prompted to print a confirmation of renewal.

Alabama Interactive is the State of Alabama's electronic online transaction agent. When your license renewal charge appears on your credit card invoice it will be charged by Alabama Interactive. There is a \$3.50 convenience fee charge that goes directly to Alabama Interactive. The Real Estate Commission does not derive any revenue from the convenience fees.

Our Web site is accessible seven days a week and twenty-four hours a day. You may choose to renew your license online at any time from July 1 until midnight August 31, 2006 without penalty. The Real Estate Commission computer clock is synchronized with the NIST.gov Web site. The computer clock will trigger the addition of the penalty fee at 12:00 a.m. on September 1, 2006. Paper hard copy notices will be mailed so that they are received by all licensees on or before August 1.

If you renew online prior to the hard copy notices being printed, you will not receive one in the mail. Real Estate Commission Information Technology staff will be traveling across the state with scheduled visits to Board and Association offices, some CE classes, larger companies and others by request. The purpose will be to assist anyone interested in a personal tutorial or anyone that has primary responsibility for renewal within his or her company the opportunity to confidently know how to successfully complete online renewal. We are committed to demonstrating the ease of

use and mutual effectiveness of the online process. In 2002 of all licensees that renewed, forty-eight percent did so online. In 2004, sixty-eight percent took advantage of the online option. Help us reach our goal of eighty-eight percent in 2006 by renewing online. If you have not tried this option in the past, you will wonder why you waited so long. We encourage your participation. The immediate confirmation will give you peace of mind.

As directed by Commissioners a CE crediting plan became effective on October 1, 2004. Course completion is electronically reported to the Commission by instructors and school personnel. You can access your record through the log in method previously discussed or click on "Check Your CE Credit" under the "Quick Links" area on the Commission's Web site.

Please familiarize yourself with the information in this edition of the "Update." We expect a smooth and successful license renewal period. Let us hear any way we may assist you. ■

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BRIEFLY LEGAL**COMMERCIAL PRACTICE TIPS***By Charles R. Sowell, General Counsel*

This edition is going to be simple, because we want you to concentrate on renewal issues. This provides a great time to do a few reminders on some fine points that sometimes come up. These are especially applicable to commercial real estate.

■ Attorneys are often involved in the negotiation and drafting of a commercial property sales contract. These attorneys prefer their own forms, and sometimes do not include the check-the-box agency disclosure form required by Section 34-27-8 Ala. Code in the contract form. Brokers realize that this is a requirement of the law, and ask that the attorney modify the contract to include the form. Sometimes, attorneys will simply refuse to do this. If this happens to you, just document your file about your unsuccessful efforts to have the clause included. This will be sufficient to keep you out of trouble with us.

■ Despite a licensee's best efforts, sometimes one mistakenly believes he or she is dealing with an individual buyer. By this I mean an individual as opposed to somebody described in Section 34-27-82(d) Ala. Code. As you will remember this subsection says that a licensee need not provide a RECAD (Real Estate Brokerage Services) Form "...when engaged in transactions with any corporation, non-profit corporation, professional corporation, professional association, limited liability company, partnership, any partnership created under the Uniform Partnership Act (commencing at Section 10-8A-101), real estate investment trust, business trust, charitable trust, family trust, or any governmental entity in transactions involving real estate." In cases where you make this mistake, and it is late in the process, just do two things. First, present the form and explain your error. Then document your file. If this is an iso-

lated and honest mistake, you will have no problems from us.

■ What do you do when a consumer is presented the RECAD (Real Estate Brokerage Services Disclosure) form, but the consumer will not sign it? You should just date and sign it in the licensee signature place like you normally would, and note on the form that the consumer declined to sign it.

■ Alabama Real Estate Commission Rule 790-X-3-.04 requires estimated closing

statements, commonly referred to as net sheets, to be furnished to sellers and buyers in single family residential transactions. What happens if the property is currently a single family residence, but is being sold as a commercial property via the standard "subject to commercial rezoning" clause? A contract with this clause makes the property commercial property for purposes of this contract. In this situation the net sheets required by the rule need not be done. ■

Act 2006-601

Effective July 1, 2006 the license law has been amended to include some new provisions regarding practicing real estate without a license and the extent of the Commission's jurisdiction. Some explanation is in order to help in understanding these provisions, because they are significant.

Unlicensed Activity

Until now the Commission had no jurisdiction over unlicensed activity. What this means is that the Commission had no authority to deal directly with persons and companies who engaged in the practice of real estate without being licensed. The new act changes that and has two key provisions. Now the Commission will be able to issue cease and desist orders to persons and companies who are practicing real estate without a license. In addition, the Commission now has authority to hold a hearing, and to impose a fine for these activities. The fine may be calculated as follows:

- (1) the same fine as may be imposed upon licensees for violations of the law, and
- in addition (2) a fine in the amount of any gain or economic benefit derived, and
- in addition (3) the amount of the Commission's costs incurred. These provisions are incorporated into Section 34-27-36 Ala. Code.

Jurisdiction

Until now the Commission's jurisdiction was limited to Alabama real estate transactions. This meant that only those transactions that had the major provisions of the negotiations, etc. conducted in Alabama were subject to the requirements for an Alabama real estate license. This also meant, for example, that out-of-state companies could list Alabama real estate on their internet Web sites and claim that this activity did not require an Alabama real estate license, since the listing, selling, etc. occurred outside Alabama. The new provisions make it clear that an Alabama real estate license is required any time one engages in any activity requiring a license concerning real estate situated within the state of Alabama. In other words the mere fact that Alabama real estate is the subject of the transaction activities will make an Alabama real estate license mandatory, regardless of where the listing, selling, etc. occurred. These provisions are incorporated into Section 34-27-30 Ala. Code.

License Renewal Information

- All licenses, except temporary salesperson licenses, expire at midnight on **9-30-06**.
- Both active and inactive licenses must be renewed to remain current.
- Renew online at **www.arec.alabama.gov** beginning **7-1-06**.
- Renewal forms will be mailed by **8-1-06**.
 - If you have not renewed online by 8-10-06 and have not received a renewal form by then, you must notify the Alabama Real Estate Commission that you have not received a form.
 - Licenses not renewed by 9-30-06 will be placed on inactive status on 10-1-06.
- **Renewal fees are as follows:**
 - Broker\$195
 - Salesperson\$175
 - Company\$170
 - The above fees are the license renewal fee plus the \$2.50

- per year (\$5.00 total) real estate research and education fee.
- All company licenses must be renewed including sole proprietorships.
- Renewal fees received 9-1-06 through 9-30-07 will be subject to a \$150 penalty fee to be paid in addition to the renewal fee.

■ **Late renewal fees are as follows:**

- Broker\$345
- Salesperson\$325
- Company\$320
- Acceptable forms of payment:
Online: Visa, MasterCard, American Express, Discover, eCheck
Mail: Personal check, business check, certified funds, cash. *No credit cards by mail.*

Other license transactions such as a license transfer must be done through regular transfer procedures and can not be accomplished through the renewal process. The renewal process only renews the license.

Renewing Online

Renewing online is the best way to renew your license. It is quick, efficient and paperless. Upon completion, you receive a confirmation which you can print for your files and be assured that you have paid your fee and renewed your license.

■ **Follow these easy steps:**

- Go to the Commission's Web site at **www.arec.alabama.gov** and select the button under the Quick Links labeled "License Renewal."
- You will then see a page with a link to "Online Services." There you will see a list of online services. Click on that link.
- You will be taken to a log in screen where you can access your record. Enter your five digit license number (without the leading zeros and the extension), last four digits of your social security number, and your date of birth (format with 2 digits each for month and day, 4 digits for year, ex. 03/09/1966).
- Once logged into your record, you will see a screen that will allow you to change your home address, home zip code, phone number, and email address if needed. After the information has been changed or confirmed, click "Next" at the bottom of the screen.
- The next screen will show the current contact information the Commission has on record for you and also a list of Available Services. Click on "License Renewal" and begin the process of renewing your license.
- In this phase you will be given the renewal fee amount and payment options. You will then put in your payment information for credit card or eCheck. Upon completion of pay-

ment, there will be a confirmation page which you can print out and keep for your records.

■ **Deadline:**

Remember, if renewing online, you must do so by midnight on 8-31-06 to avoid the \$150 penalty. Do not rely on your computer clock if you are renewing close to midnight. The Alabama Real Estate Commission is synced to the NIST clock at nist.time.gov.

■ **Multiple Broker Licenses:**

Brokers who hold multiple licenses can renew all licenses at one time after logging in. If choosing not to renew all licenses, make sure you are renewing the one or ones you wish to renew.

■ **Renewing Company License Online:**

Qualifying brokers can renew the company license by logging into the company record. On the log in screen, put in the company license number and then the qualifying broker's last four digits of the social security number and the qualifying broker's date of birth.

■ **Renewing all licensees in company:**

Qualifying brokers can renew all or part of their licensees by logging into the company record. There the qualifying broker will see a list of all licensees and can check off the ones to be renewed. The payment screen will then give a total amount due for all licenses to be renewed.

■ **Transaction fee:**

\$3.50 charged by Alabama Interactive to process the money. Again, we encourage all licensees to renew online. There is then no worry about whether or not the Commission received your mailed renewal and you will receive an immediate confirmation that your license is renewed.

License Renewal Information (Continued on page 5.)

CE at a Glance for License Renewal

■ TOTAL CE NEEDED:

- 15 hours of renewal of an active license

■ CE DEADLINE: 9-30-06

- 3 hours in Risk Management
- 12 hours in approved electives

■ CE REPORTING

- CE credit is reported to the Commission electronically by the school or instructor from whom you took the course.
- Within two weeks of course completion, check your record on the Commission's Web site at www.arec.alabama.gov to ensure your CE credit has been reported. (See related article on opposite page.)
- If your credit is not showing on the Web site, call your school or instructor.
- CE credit reported by midnight on 9-30-06 will ensure issuance of license on 10-1-06.

CE for Reciprocal Licensees

■ FOR AN ACTIVE LICENSE:

- Pay the fee by 8-31-06 to avoid the \$150 penalty and show proof of completion of continuing education by 9-30-06 as follows:
- Complete 15 hours in Alabama approved courses with 3 hours in the required Risk Management course and the remaining 12 hours in approved electives.
 - The 12 hours in elective courses may be completed in another state if you provide:
 - An original certificate of course completion and
 - Documentation from the real estate regulatory agency verifying its approval by them and the number of hours for which it is approved

OR

- In lieu of completing 15 hours of CE as stated above, show proof of holding an active license in another state. This can be accomplished in one of two ways:
- By submitting a copy of your active license in another state or
- By obtaining a certification of licensure form (license history) from that state's real estate commission. The certification of licensure must be the original or it may be faxed directly from that state's real estate commission office.

■ DUE DATE:

By law CE is due by 9-30-06. Due to processing time, we need to receive it no later than 9-15-06 in order to assure that your credit can be posted and guarantee the issuance of an active license on 10-1-06. You may begin sending this documentation as soon as you have it. A cover letter stating that it is for CE documentation **MUST** accompany your documents. If your documentation is not received on time, your license will be issued to inactive status on 10-1-06. In that case it must be reactivated with a \$25 transfer fee when you supply the documentation to the Alabama Real Estate Commission.

■ VERIFYING OUR RECEIPT OF YOUR CE DOCUMENTATION:

Your record on the Commission's Web site will be updated to show that you meet CE requirements as we receive documentation of CE from you. Note: If September 30 is also the renewal deadline in your state, you must also send documentation that you have renewed the license.

The Age Exemption for CE Credit

Confusion exists among licensees regarding the age exemption for CE credit. Many think that the exemption applies as soon as they turn 65. This is not true. As stated in Section 34-27-35(2), any licensee who reached the age of 65 on or before September 30, 2000, AND was licensed 10 years prior to that date is exempt from CE requirements. Rule 790-X-1-.13(2) states it in a little more detail by saying licensees are exempt from meeting continuing education requirements only if they were both 65 years old prior to October 1, 2000 AND held a real estate license continuously from October 1, 1990-September 30, 2000. Licensure for that ten year period could be either active or inactive. You will see from both of these references to Alabama License Law that there are two qualifications required to meet the age exemption:

1. You must have turned 65 on or before September 30, 2000...AND
2. You must have been licensed continuously from October 1, 1990 through September 30, 2000

Licensees must meet both of these requirements in order to be exempt from continuing education requirements. Licensees who have reached age 65 since October 1, 2000 **MUST** take their CE. If you are exempt from taking continuing education, you will see that identified when you log in through Online Services on the Commission's Web site to check your CE credit. Otherwise, 15 hours of continuing education must be completed by September 30, 2006 to have your license renewed on active status as of October 1.

If you still have questions, contact the Commission's Education Division at **334.242.5544**. They will be happy to help you.

License Renewal Information (Continued from page 3.)**Renewing by Mail**

- If renewing by mail, **the entire renewal form along with the appropriate fee must be postmarked by 8-31-06** to avoid the penalty fee of \$150. *The postmark must be by the U.S. post office.*
- **No changes are permitted on the renewal forms.** Any changes must be accomplished through regular transfer procedures. Do not mark through a company name or address and write in the correct one and think we will make the change. Any change to a license must be filed separately.
- **Both form and fee must be mailed together.** Receiving one without the other will result in it being returned to you.
- Please make sure your checks are in the correct amount. *Caution: If one check covers the renewal fees for several licensees, make sure all forms are included in the package being mailed and the check is in the correct amount.*
- **Do not use someone else's form to renew your license.** If you do not receive a form, notify the Alabama Real Estate Commission no later than August 10 and request a duplicate form.

Attention Broker Examiners

- If you pass the broker's examination anytime during June, July, August or September of 2006, you will have a choice to make. You can continue to work under your salesperson's license through September 30 and have the broker's license issued effective October 1 OR you can have the broker's license issued prior to September 30. If you choose to have it issued prior to September 30, then you must renew the broker's license. When making your decision, remember this. In either case, there is no need to renew your salesperson's license UNLESS you fail to pass the broker's exam and you need the salesperson's license in order to continue to operate after October 1, 2006. If you pay the salesperson's renewal fee, it cannot be refunded to you nor can it be credited toward your broker original license fee.

If you have any questions regarding the material covered in this section, please contact the Commission's Licensing Division for assistance.

Check Your CE Credit on the Commission's Web Site

- Go to the Commission's Web site at www.arec.alabama.gov and select the top button under the Quick Links labeled "Check Your CE Credit".
- You will be taken to a log in screen that requires your five digit license number (without the leading zeros and the extension), last four digits of your social security number, and your date of birth (format with 2 digits each for month and day, 4 digits for year, ex. 03/09/1966).
- Once logged in, you will see a screen that will allow you to change your home address, home zip code, phone number, and email address if needed. After the information has been changed or confirmed, click "Next" at the bottom of the screen.
- The next screen will show the current contact information the Commission has on record for you and also a list of Available Services. Click on "Licensee CE Credit" to see a list of all courses taken for which credit has been submitted.
- Click on the course title and you will see specific course information.
- In the list of courses, you will also see an option to evaluate

the course which will be available 30 days after the completion date of the course. The button in that column will identify the number of days left to evaluate the course. If the 30 days have lapsed, it will tell you the evaluation is no longer available.

If all of your CE credit is not showing on the Commission's Web site, get in touch with the instructor(s) for the missing course(s) and ask the instructor(s) to report your credit. The law directs that all licensees check their CE credit for accuracy two weeks after completion of a course. Further it requires licensees to contact the instructor or school to have missing information sent to the Commission.

For licensees who renew their license but can not take all of their CE by September 30, 2006, your license will be issued to inactive status on October 1 and you may not perform any acts for which a license is required until you complete the CE and activate your license. If you find yourself in this situation, you can expedite the activation process by activating online. There is a \$25 activation charge whether accomplished online or mailed to the Commission.

DISCIPLINARY ACTIONS TAKEN

February through May 2006

DISPOSITION

The below were found guilty for violation of Section 34-27-36(a)(20) by accepting a net listing agreement in this transaction; two violations of Section 34-27-36(a)(3) making intentional material representation to the seller and to the buyer; Rule 790-X-3-.04(1) and 790-X-3-.04(2) via Section 34-27-36(a)(19) by intentionally failing to disclose sales/broker's commission; Section 34-27-36(a)(10) for failure to voluntarily furnish sales contract to buyer and seller; Section 34-27-36(a)(12) for paying the purchaser a rebate outside the closing of the transaction; and Section 34-27-36(a)(8) for failure to deposit and account for funds belonging to or being held for others in a separate federally funded accounts in a financial institution located in Alabama.

**Juanita Muirhead and
The Buyer's House, Inc.**

Qualifying Broker
North Bessemer, Alabama
Date of Hearing: March 17, 2006
Fined \$500 jointly and severally for violation of Section 34-27-36(a)(3);
Fined \$1,500 jointly and severally for violation of Rule 790-X-3-.04(1) and 790-X-3-.04(2) via Section 34-27-36(a)(19);
Fined \$500 jointly and severally for Section 34-27-36(a)(10);
Reprimanded for violation of Section 34-27-36(a)(12); and
Licenses Revoked for violation of Sections 34-27-36(a)(20), 34-27-36(a)(3) and 34-27-36(a)(8).

DISPOSITION

The below were found guilty for violation of Section 34-27-36(a)(16) by presenting to the Alabama Real Estate Commission, as payment for a fee or fine, a check which was returned unpaid by the bank upon which it was drawn.



Leah Covington

Salesperson; Birmingham, Alabama
Date of Hearing: January 19, 2006
Fined \$250

Kathryne Kilgore Baird

Salesperson; Birmingham, Alabama
Date of Hearing: April 21, 2006
Fined \$250

Linda M. Bartlett

Salesperson; Birmingham, Alabama
Date of Hearing: April 21, 2006
Fined \$250

Kelly D. Ford

Salesperson; Cropwell, Alabama
Date of Hearing: April 21, 2006
Fined \$100

Deborah H. Castleberry

Salesperson; Birmingham, Alabama
Date of Hearing: April 21, 2006
Fined \$250

Clara K. Plummer

Qualifying Broker; Daphne, Alabama
Date of Hearing: April 21, 2006
Fined \$250

Marie Knight

Temporary Salesperson
Birmingham, Alabama
Date of Hearing: May 12, 2006
Fined \$250

Amy Renee Givens

Salesperson; Cullman, Alabama
Date of Hearing: May 12, 2006
Fined \$250

William Spells

Salesperson; Birmingham, Alabama
Date of Hearing: May 12, 2006
Fined \$250

Ebony Joyce McKinney

Salesperson; Birmingham, Alabama
Date of Hearing: May 12, 2006
Fined \$250

DISPOSITION

The below was found guilty for violation of Section 34-27-36(a)(19) for disregarding an order of the commission; and Section 34-27-36(a)(19) by failing to comply with Section 34-27-2(a)(11) for establishing a business address.

Dorothy M. Guerrier

Qualifying Broker; Daphne, Alabama
Date of Hearing: April 21, 2006
License Revoked

DISPOSITION

The below was found guilty for violation of Section 34-27-36(a)(19) by failing to comply with Rule 790-X-1-.13(1) requiring a licensee to have completed 15 clock hours of continuing education to activate a license that was renewed on inactive status.

Rebel Sharit Henley

Inactive Broker
Panama City Beach, Florida
Date of Hearing: April 21, 2006
Fined \$100 and ordered to take the required risk management course within 90 days.

DISPOSITION

The below surrendered his license for alleged license law violations in lieu of filing a formal complaint and having a hearing.

William Thomas Brogman

Qualifying Broker; Huntsville, Alabama
Date of Hearing: March 17, 2006
License Revoked

DISPOSITION

The below was found guilty for violation of Section 34-27-36(a)(19) by failing to comply with Rule 34-27-2(a)(11)(b) requiring all licensees located within the city limits or police jurisdiction of a municipality to operate from a separate office located in the city limits or police jurisdiction.

Jerry Burson

Qualifying Broker
Birmingham, Alabama
Date of Hearing: April 21, 2006
Fined \$250

DISPOSITION

The below were found guilty for violation of Section 34-27-36(a)(19) by failing to comply with Rule 790-X-1-.12(8) and Rule 790-X-1-.12(9) by failing to provide to the Commission, upon request, original certificates of completion of all the requested hours of approved continuing education courses.

Joanne W. Wilson

Associate Broker
Jackson, Alabama
Date of Hearing: February 15, 2006
Fined \$1000 and license suspended for 30 days.

Amanda J (Wilsher) Fielding

Salesperson
Gardendale, Alabama
Date of Hearing: February 15, 2006
Fined \$1000 and license suspended for 30 days.

Ralph E. Grisham

Inactive Salesperson; Fairhope, Alabama
Date of Hearing: March 17, 2006
Fined \$1000 and license suspended for 30 days.

Frederick C. Crochen

Qualifying Broker
Birmingham, Alabama
Date of Hearing: March 17, 2006
Fined \$1000 and license suspended until completion of 12 hours continuing

education credit required for 2005-2006 license renewal.

DISPOSITION

The below was found guilty for violation of Section 34-27-36(a)(19) for failing to comply with Sections 34-27-31(j) and 34-27-31(k) requiring notice to the Commission of the institution and rendering of verdict of any criminal prosecution; and Section 34-27-36(a)(23) by having been convicted of a felony.

Roderick G. Turner

Salesperson; Birmingham, Alabama
Date of Hearing: March 17, 2006
Reprimanded

DISPOSITION

The below were found guilty for violation of Sections 34-27-36(a)(8)a. and 34-27-36(a)(8)b. for failure within a reasonable time to deposit and account for at all times all funds belonging to or being held for others.

Reginald Seay

Former Qualifying Broker
Birmingham, Alabama

Belview Real Estate Company

Inactive Company
Bessemer, Alabama

Mary T. Gilyard

Salesperson
Bessemer, Alabama
Date of Hearing: April 21, 2006

Reginald Seay license suspended for 30 days; Belview Real Estate Company and Mary T. Gilyard Licenses Revoked. Respondents Mary T. Gilyard and Belview Real Estate company have applied for a rehearing.

DISPOSITION

The below were found guilty for violation of Section 34-27-36(a)(19) pertaining to Section 34-27-36(a) operating a real estate branch office without a qualifying broker; Section 34-27-36(a)(1) procuring or attempting to procure a branch office

license by fraud, misrepresentation, or deceit or by making a misstatement of fact in an application for license.

ERA Jefferson Real Estate Company and Howard M. Jefferson

Qualifying Broker, Columbus, Georgia
Date of Hearing: May 12, 2006
ERA Jefferson Real Estate Company and Howard M. Jefferson fined \$1,000 respectively for violating Section 34-27-36(a)(19); ERA Jefferson Real Estate Company and Howard M. Jefferson Fined \$250 respectively for violating Section 34-27-36(a)(1).

DISPOSITION

The below were found guilty for violation of Section 34-27-32(g) via Section 34-27-36(a)(19) failing to license a branch office and Section 34-27-2(a)(11) via Section 34-27-36(a)(19) operating a real estate home office within city limits.

Rhonda Duffy

Qualifying Broker; Alpharetta, Georgia
Crawford Realty of Alabama, Inc.
Alpharetta, Georgia
Wayne Crawford

Salesperson, Alpharetta, Georgia
Date of Hearing: May 12, 2006
Fined \$1,000 jointly and severally.

OTHER ADMINISTRATIVE ACTIONS

Determination for Licensure
Approved 9
Denied..... 5

Determination of Eligibility
Approved 6
Denied..... 4

COMPLAINTS AND INQUIRIES HANDLED BY LEGAL AND INVESTIGATIVE STAFF

From Licensees 1482
From Public 716
Anonymous 10

State of Alabama



1201 Carmichael Way
Montgomery, Alabama 36106

Our Mission

To protect the public through the licensing and regulating of Real Estate licensees. (Code of AL, Title 34, Chapter 27, Article 1, General Provisions)

Commissioners

Bill E. Poole

Chairman, Huntsville

Roy F. Bragg, Birmingham

Jewel Buford, Tuscaloosa

Thomas L. Hays, Birmingham

Gordon Henderson, Albertville

Robert S. Hewes, Dothan

Sheila S. Hodges, Gulf Shores

Lyman A. Lovejoy, Odenville

Chester Mallory, Montgomery

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The Alabama Real Estate
Commission UPDATE
is published for the benefit of the
Alabama Real Estate Industry
by the Alabama Real
Estate Commission.

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Commission Meetings Open to the Public

All Commission meetings are open to the public and that includes real estate licensees. Commissioners welcome and encourage attendance and observation by any licensee in any location.

Locations, dates and times can be found on the Commission's Web site at www.arec.alabama.gov

License Renewal Dates

Real Estate licenses expire September 30, 2006. Remember to renew all broker, salesperson and company licenses in every even year.

Presort Standard
U.S. Postage
PAID
Montgomery, AL
Permit 286

New Services Offered Online

License Transfers: Salespersons and associate brokers can now inactivate a license, activate a license or change one's name by utilizing the License Transfer Online Service. The process of inactivating and then activating the license accomplishes a license transfer to another company. Go to Online Services on the Commission's Web site at www.arec.alabama.gov. Access your record the same as covered in the Online Renewal Section of this newsletter. Under available services, click on "Transfer/Activate/Inactivate/Change Name." There will be prompts to walk you through the steps. The \$25.00 transfer fee applies as it does for these transactions if done by mail. As a reminder the online transaction fee is \$3.50.

Change of Company Name and Business

Address: Just added to our online services options are change of company name and change of business address. Qualifying brokers may now change the name and address of their company online.

For companies that have branch offices, only the qualifying broker of the main company will be allowed to change the compa-

ny name and address. The qualifying broker of the main company will also be able to change the name of a branch office as well as the address of a branch.

Branch qualifying brokers will be allowed to change the address of the branch and the d/b/a name of the branch office provided one exists. For an example let's take LMP Company d/b/a/ Smith Real Estate. The qualifying broker of the main company can change any of the name or the entire name. The branch qualifying broker can ONLY change the d/b/a/ Smith Real Estate part of the name. The first part of the name (in this case LMP Company) can only be changed by the qualifying broker of the main company.

As it is with mail in service, the fee for company name change and/or change of business address is \$25.00 per license. Qualifying brokers can change the company mailing address without fee provided there is no location change. The \$3.50 transaction fee does apply for all online transactions.

We hope you find these services of value to you. The Commission continues to work to provide ways to expedite license transactions for you. ■