



NORTH CAROLINA REAL ESTATE COMMISSION

Real Estate Bulletin

Volume 26

Summer 1995

Number 2

Real Estate Commission welcomes new staff members

Three new employees hired and two current staff members promoted to fill positions in Legal, Audits & Investigations, and Administrative Divisions.

The Real Estate Commission announces the addition of a new member to its Legal Division, filling a vacancy created when Anita R. Burt transferred to the Education Division as Continuing Education Officer.



Robin F. Oliver has been employed as a Consumer Protection Officer. Born in Germany, Robin has lived in Bermuda

and several states in the U.S. She and her husband Bill now reside in Cary.

Robin is a graduate of N.C. State University with a degree in English Literature. A licensed real estate salesman, she was associated with a Raleigh real estate firm prior to her employment with the Commission, and has also been employed as office manager of an insurance agency.

As one of two consumer protection officers, Robin will answer inquiries from real estate licensees and consumers and will investigate consumer complaints against licensees.

The Commission has filled two vacancies in Audits & Investigations which were created when Christopher

B. Smith was promoted to Director of the Division and Richard C. Tomberlin left the Commission's employ. A third position was created as a result of the increasing volume of cases under investigation.



Warren H. Harper of Rocky Mount joins the Commission staff as an auditor/investigator. He graduated from

N.C. Wesleyan College in Rocky Mount with a degree in business.

Warren was a policeman for 11 years and served as a Field Services Investigator with the Department of Insurance for five years.

Warren and his wife Deborah have four children.



Jarrod L. Williams also has been employed as one of the Division's eight auditor/investigators. He is a native of

Cary and now resides in Raleigh.

(continued on page 3)

Agency Disclosure Reminder

Beginning July 1, 1995, your offer to purchase and agency forms (listing, buyer agency, dual agency, etc.) must contain additional information, and you must use a new form when representing sellers.

[See "Agency Disclosure *Musts*," page 6; "Disclosure to Buyer from Seller's Agent or Subagent" form, pages 7-8.]

As we go to press...

Commission Member **Raymond A. (Buddy) Bass, Jr.**, (Fayetteville) has been elected Chairman of the Real Estate Commission for a one-year term beginning August 1.

John D. Bridgeman (Gastonia) has been elected Vice-Chairman.

REAL ESTATE BULLETIN

Published quarterly as a service to real estate licensees to promote a better understanding of the Real Estate License Law and Rules, and proficiency in ethical real estate practice. The articles published herein shall not be reprinted or reproduced in any other publication without specific reference being made to their original publication in the North Carolina Real Estate Commission Real Estate Bulletin.

NORTH CAROLINA REAL ESTATE COMMISSION

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James B. Hunt, Jr., Governor

COMMISSION MEMBERS

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Vice-Chairman
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Robin F. Oliver Cons. Prot. Officer

Editor - in - Chief
Phillip T. Fisher

Editor
Carrie D. Worthington

EXAM RESULTS

	Passed	Failed
March 1995		
Brokers	111	77
Salesmen	537	334
April 1995		
Brokers	90	56
Salesmen	356	228
May 1995		
Brokers	126	66
Salesmen	322	249

Still "moving" after all these years!

Again this year, the Commission has given the "go-ahead" to the publication and distribution of *It's Your Move*. Since the Commission started funding the program in 1979, more than 310,000 copies have been published and delivered free-of-charge to high school students in the state.

The booklets are designed as an introduction to buying, selling, and renting real estate. Eleven thousand student manuals and 550 teacher guides will be printed for the 1995-96 school year. □

Property Managers, Homeowners' Association Managers

To be included in the North Carolina Real Estate Commission's Property Management/Homeowners' Association Management Roster, please check the appropriate block, complete the form and return it to the Commission office.

Thank you.

Property Management

Long-term rentals ☐

Short-term rentals ☐

Homeowners' Associations ☐

Name _____ License Number _____

Company Name/Address _____

PUBLICATIONS ORDER FORM

Publication

No. Copies
Requested

"Questions and Answers on: Tenant Security Deposits"

(Free Brochure) _____

Also available in bulk to property managers to distribute to tenants and landlords.

(Orders of more than 50 copies require special consideration.)

"Questions and Answers on: Fair Housing"

(Free Brochure) _____

(Orders of more than 50 copies require special consideration.)

"Questions & Answers on: Condos and Townhouses"

(Free Brochure) _____

(Orders of more than 50 copies require special consideration.)

Firm Name _____ Phone _____

Street Address (NOT P.O. BOX) _____

Send to N.C. Real Estate Commission, P.O. Box 17100, Raleigh, N.C. 27619-7100.

Commission Staff:

New employees

(continued from page 1)

A 1995 graduate of N.C. State University, Jarrod has a degree in accounting.

Jarrod will audit real estate trust accounts and investigate complaints against licensees on a statewide basis.

Promotions



Renee L. Rhodes has been promoted to the position of Auditor/Investigator. She joined the Commission staff in 1990, having

previously been employed as Accounting Coordinator and Junior Cost Accountant for a manufacturing firm.

Renee has been serving as the Commission's Accounting Technician.



Renee P. Weaver has been promoted from Continuing Education Clerk to succeed Renee Rhodes as Accounting Techni-

cian. Her previous employment included positions with the N.C. General Assembly and several businesses in Raleigh.

She has served in both the Administration and Education Divisions since joining the Commission staff in 1991.

In her new position, Renee will assist the Financial Officer in performing bookkeeping services necessary to maintain the Commission's financial records. □

Update

Kent Harrell has been employed as a Legal Intern on a temporary basis this summer to assist with various projects in the Commission's Legal Division. Kent is a third-year law student at N.C. Central University in Durham...**Melissa Stockley** will provide the Legal Staff with assistance by serving as a Paralegal Intern this summer. She is a student in the Legal Assistants Program at Meredith College in Raleigh...**Gary R. Caddell** and **Stephen L. Fussell** successfully completed the National Certified Investigator/Inspector Training Program Level II which was administered by the Council on Licensure, Enforcement and Regulation (CLEAR).



The following Commission staff members have made appearances before various real estate industry and related groups since the last issue of the *Bulletin*...Special Deputy Attorney General **Thomas R. Miller** discussed real estate contracts and Deputy Legal Counsel **Miriam J. Baer** spoke on agency-related issues at a meeting of the Triad-Area Real Estate Agents from Greensboro-High Point. Tom participated in the N.C. Fair Housing Summit in Durham and also addressed the Raleigh Triangle Association of Professional Mortgage Women...Chief Deputy Legal Counsel **Blackwell M. Brogden, Jr.**, appeared before the Alleghany County Listing Exchange Service at a meeting in Sparta to discuss buyer brokerage and other agency issues. Black

spoke to the Salisbury Board of REALTORS® about questions most often posed to the Commission's Legal Division, and he discussed "agency" and "in-house builder sales" when he addressed a Sales Managers' Meeting of the Triangle Sales & Marketing Council at the Homebuilders' Association in Raleigh. At a meeting of the Rutherford County Board of REALTORS® which was held at Isothermal Community College, Black discussed general questions and answers concerning agency disclosure...Consumer Protection Officer **Stephen L. Fussell** talked about real estate "dos" and "don'ts" when he addressed the Sanford Board of REALTORS®...**Christopher B. Smith**, the Director of Audits & Investigations, was at a meeting of the Union County Board of REALTORS® in Monroe to explain the process of auditing and investigating real estate agents...Continuing Education Officer **Anita R. Burt** spoke to the Community College Adult Educators Association at its Spring Conference in Winston-Salem and delivered a talk entitled, "Real Estate Continuing Education Update"...**A. Melton Black, Jr.**, the Commission's Education and Examination Officer, talked about "Real Estate Mathematics" when he addressed the N.C. Mathematical Association of Two-Year Colleges at the Catawba Valley Community College.

(Individuals and groups requesting a speaker from the Real Estate Commission are reminded that a "Speaker Request Form" is available from the Commission Office.) □

License Renewal Report

Renewal Applications Sent

Brokers & Salesmen 81,973
Corporations 3,901

Renewed by June 30 Deadline

63,621 (77.6%)
3,451 (88.5%)

The Commission wishes to thank each of you who renewed your license in a timely manner.

* * * * *

ATTENTION BROKERS-IN-CHARGE: Have you checked to be sure that all of the salesmen and brokers in your office have renewed their licenses?

Please note: The forms on pages 7 - 10 of this *Bulletin* have been included for you to duplicate as needed.

Legislature amends License Law

The North Carolina General Assembly has amended the Real Estate License Law to require applicants for real estate licenses to pay an application fee for each licensing examination they wish to take. Previously, applicants who failed the examination could take a second exam without paying any additional fee.

The General Assembly also increased the real estate license renewal fee to \$30 (was \$25) and authorized the Commission to further increase it in \$5 annual increments up to a maximum of \$50. However, the Commission has no immediate plans to further increase the renewal fee which remains one of the lowest in the country.

Late in its Session, the General Assembly enacted legislation authorizing real estate brokers to operate as limited liability companies. More information about this in the next issue of your "Bulletin".

REGISTRATION FORM - FALL 1995

for BASIC TRUST ACCOUNT PROCEDURES COURSE and TRUST ACCOUNT PROCEDURES FOR RESORT PROPERTY MANAGERS COURSE

Courses will comply with Commission Rule Section 58 A.1705 Attendance and Participation Requirements for Continuing Education. Four (4) hours continuing education elective credit will be awarded for completion of each course. Courses are intended for brokers and trust account bookkeepers. Salesmen will be admitted on a space available basis.

BASIC TRUST ACCOUNT PROCEDURES COURSE - Raleigh - 1:00 P. M. to 5:00 P. M.

- | | |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> September 12 | <input type="checkbox"/> November 21 |
| <input type="checkbox"/> October 10 | <input type="checkbox"/> December 12 |

BASIC TRUST ACCOUNT PROCEDURES COURSE - Caravan - 9:00 A. M. to 1:00 P. M.

- | | |
|--|---|
| <input type="checkbox"/> Atlantic Beach (September 20) | <input type="checkbox"/> Boone (October 4) |
| <input type="checkbox"/> Greenville (September 21) | <input type="checkbox"/> Hendersonville (October 5) |
| <input type="checkbox"/> Laurinburg (September 22) | <input type="checkbox"/> Statesville (October 6) |

TRUST ACCOUNT PROCEDURES FOR RESORT PROPERTY MANAGERS - Caravan - 9:00 A. M. to 1:30 P. M.

- | | |
|--|--|
| <input type="checkbox"/> Atlantic Beach (September 19) | <input type="checkbox"/> Boone (October 3) |
|--|--|

Complete this form (*make copies for additional persons*). Indicate the session location for the course which you would like to attend. Mail registration form with a check for \$35 tuition fee to be received in the Commission Office no later than 10 days prior to date of course. Each session will be limited to 40 participants. *Walk-ins will be accepted on a space available basis only.*

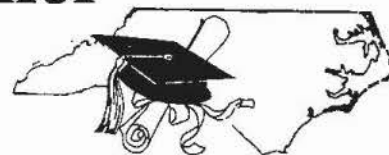
Name _____ Phone _____
(Daytime)

Address _____
(Street, P.O. Box, etc.) (City) (State) (Zip)

- | | |
|---|--|
| <input type="checkbox"/> Broker (License No. _____) | Mail to: N. C. REAL ESTATE COMMISSION
Attention: Wanda Johnson
P. O. Box 17100
Raleigh, NC 27619-7100 |
| <input type="checkbox"/> Salesman (License No. _____) | |
| <input type="checkbox"/> Bookkeeper | |

Enclose \$35 tuition fee

Continuing Education Corner



Activating your license

Is your real estate license "inactive" because you did not complete your continuing education by the June 10 deadline? Do you now wish to activate it?

To change your license to ACTIVE status, you must make up any deficiency in your continuing education. This will necessitate your completing a minimum of four classroom hours of instruction, depending upon the number of hours you completed last year. Please refer to the chart on this page to determine the additional credits necessary in your particular situation.

To activate your real estate license, you must also file a "request for license activation" form prescribed by the Commission.

Upon mailing or delivering the activation form to the Commission, you may immediately engage in real estate activities. (A salesman must be supervised by a broker-in-charge). The Commission will acknowledge your license activation after checking your continuing education record. *But, if you have not received the Commission's written acknowledgment within thirty days of the date shown on the form, you must immediately terminate all real estate brokerage activities - pending its receipt.*

In addition, a "notification of salesman supervision" form is required in order to activate a salesman license. It must be completed by the salesman and broker-in-charge of the office where the salesman will work. The salesman may begin working as soon as the form has been mailed or delivered but must cease all real estate activities if an acknowledgement has not been received from the Commission within 30 days.

Equivalent Credit

The nonrefundable evaluation fee which must accompany each request for equivalent credit **has been reduced from \$50 to \$30**. Since this is a *per request* fee, the request may include more than one course or educational activity.

The fee will be only \$20 for licensees requesting credit for a CE or prelicensing/precertification course approved by the N.C. Appraisal Board.

CE changes for nonresident licensees

Effective July 1, 1995, nonresidents (1) must submit a fee of **\$20 per course** to obtain credit for a CE course completed in another state and not approved by the N.C. Real Estate Commission and (2) will **not** receive any carry-over credit for courses not approved by the N.C. Real Estate Commission. □

CE Credit Requirements to Activate a Real Estate License for 1995 - 1996

CE Completed by June 10, 1995	CE Required to Activate License for 1995-96 License Year
None	Update Course Elective Course(s) - 8 hours
Update Course	Elective Course(s) - 4 hours
Elective Course(s) - 4 hours	Update Course Elective Course(s) - 4 hours

[Notes: 1. Nonresident licensees may obtain the CE credit by completing courses approved by the real estate licensing agency in their resident state. 2. New licensees are not subject to the continuing education requirements until their second license renewal. 3. Do not send your CE course completion certificates to the Commission unless you are specifically requested to do so. Keep the certificates as your personal record of CE credits.]

Educators meet in Chapel Hill

The Real Estate Commission, in cooperation with the North Carolina Real Estate Educators Association (NCREEA), sponsored the 1995 North Carolina Real Estate Educators Conference in Chapel Hill on March 30 and 31.

This year's conference included a one-day Update Instructor's Seminar in addition to the typical lineup of conference activities. Both parts were very well attended, with a total attendance for the conference just below 180 individuals.

Highlights of the program included the presentation to instructors - by Director of Education and Licensing Larry A. Outlaw and Assistant Legal Counsel Marilyn E. Tomei - of the Commission's 1995 - 1996 Update course, a presentation on adult education by Dr. Ellen Ironside, President of the American Association for Adult and Continuing Education, and a presentation on application of the Americans with Disabilities Act to educational programs by Ken Franklin, State ADA Coordinator.



Director of Education and Licensing Larry A. Outlaw addresses educators.

The Commission's Education and Examination Officer A. Melton Black, Jr., and Continuing Education Officer Anita R. Burt also addressed the conference. Education Secretary Penny Childress - with the help of Continuing Education Clerk René

Weaver, Education and Examination Clerk Susan Tysor, and Licensing Specialist Wanda Johnson - assisted with conference arrangements.

The program also included a luncheon address by George Bell, President of the [National] Real Estate Educators Association, a presentation on prelicensing teaching tips by real estate school director/instructor Tom Mangum, and a look at the Real Estate Commission's Continuing Education Program.

The Educators Association conferred awards for outstanding contributions to real estate education during the past year. Gary Taylor, a real estate educator from Charlotte, was named "Educator of the Year." Fonville-Morisey Center for Real Estate Studies was honored with the "Most Outstanding Program of the Year" award.

In special recognition of his work in helping to found the North Carolina Chapter of REEA and his service to the organization, Arthur Johnston, a real estate educator from Lewisville, was presented the "President's Achievement" award. □

Commission awards scholarships

Jacqueline S. Pritchard (Jacksonville) and Robert H. Plyler (Asheville) have been named recipients of the annual Joe Schweidler Memorial Scholarship and Blanton Little Memorial Scholastic Achievement Award, respectively.

The awards are sponsored by the Real Estate Commission and recognize outstanding achievement at the North Carolina REALTORS® Institute. □

Agency Disclosure "Musts"

Listing, Buyer Agency and Dual Agency Agreements

Must:

- △ be in writing.
- △ contain a "Description of Agent Duties and Relationships" required by the Real Estate Commission. [See page 8.]
- △ if the firm engages in dual agency, contain this statement following the "Description" and a box to be checked if the statement is applicable: "□ This firm represents both sellers and buyers. This means that it is possible that a buyer we represent will want to purchase a property owned by a seller we represent. When that occurs, the agent and firm listed above will act as **dual agents** if all parties agree." You must review the "Description" with the party(ies) retaining your services.

Preprinted Offer to Purchase Forms

Must:

- △ identify each real estate agent and firm in the transaction and whom they represent.

Disclosure to Buyer from Seller's Agent or Subagent Form (New form)

You must:

- △ when acting as the agent or subagent of the seller, furnish and review with each prospective purchaser a disclosure form required by the Commission stating that you represent the seller. [See form, pages 7 - 8.]
- △ make the disclosure at your "first substantial contact" with the purchaser.
- △ give the purchaser a copy of the form after he/she has signed it, keeping the signed original for your records.

Disclosure to Seller from Buyer's Agent

You must:

- △ when acting as a buyer's agent, disclose orally to the seller or seller's agent (upon initial contact) that you represent the buyer, and provide written confirmation of such disclosure no later than the time of delivery of an offer from the buyer you represent. □

**DISCLOSURE TO BUYER
FROM SELLER'S AGENT OR SUBAGENT**

*Note: This form must be used by real estate agents working with buyers as agents or subagents of the seller.
[N.C. Real Estate Commission Rule 21 NCAC 58A .0104(e), eff. 7/1/95].*

Firm Name: _____ Agent Name: _____

AGENCY DISCLOSURE

When showing you property and assisting you in the purchase of a property, the above-referenced agent and firm will be representing the interests of the SELLER. As such, the firm and its agents must work to obtain for the seller the best price and terms possible. The firm and its agents must also furnish the seller any information obtained from you or any other source which is material to the transaction or which might influence the seller's decision to sell. Therefore, as a buyer, you should not give the seller's agent any information that you do not want the seller to know.

ACKNOWLEDGEMENT

(DO NOT SIGN THIS FORM UNTIL YOU HAVE READ BOTH SIDES.)

By signing below, I acknowledge that I have received a completed copy of this form.

Buyer's Name (Print or type)

Buyer's Name (Print or type)

Buyer's Signature

Buyer's Signature

Date

Date

INSTRUCTIONS TO AGENTS

1. Review the "Description of Agent Duties and Relationships" on the reverse side of this form with the buyer(s) at the time of your first substantial contact with the buyer(s).
2. Explain the type(s) of agency (seller agency, buyer agency, dual agency) your firm offers.
3. Enter your name and the firm name at the top of this form and review the Agency Disclosure with the buyer(s).
4. Have the buyer(s) complete the ACKNOWLEDGEMENT above.
5. Give the buyer(s) a copy of this form, and retain the signed original for your files.

NOTE: If your firm will act as a buyer's agent, do not use this form. Enter into a buyer agency agreement with the buyer.

DESCRIPTION OF AGENT DUTIES AND RELATIONSHIPS

Before you begin working with any real estate agent, you should know who the agent represents in the transaction. Every listing agreement, buyer agency agreement or other agreement for brokerage services in a real estate sales transaction in North Carolina must contain this "Description of Agent Duties and Relationships" [N.C. Real Estate Commission Rule 21 NCAC 58A .0104(c), eff. 7/1/95]. Real estate agents should carefully review this information with you prior to entering into any agency agreement.

AGENTS' DUTIES

When you contract with a real estate firm to act as your agent in a real estate transaction, the agent must help you obtain the best price and terms possible, whether you are the buyer or seller. The agent also owes you the duty to:

- Safeguard and account for any money handled for you
- Be loyal and follow reasonable and lawful instructions
- Act with reasonable skill, care and diligence
- Disclose to you any information which might influence your decision to buy or sell

Even if the agent does not represent you, the agent must still be fair and honest and disclose to you all "material facts" which the agent knows or reasonably should know. A fact is "material" if it relates to defects or other conditions affecting the property, or if it may influence your decision to buy or sell. *This does not require a seller's agent to disclose to the buyer the minimum amount the seller will accept, nor does it require a buyer's agent to disclose to the seller the maximum price the buyer will pay.*

AGENTS WORKING WITH SELLERS

A seller can enter into a "listing agreement" with a real estate firm authorizing the firm and its agent(s) to represent the seller in finding a buyer for his property. The listing agreement should state what the seller will pay the listing firm for its services, and it may require the seller to pay the firm no matter who finds the buyer.

The listing firm may belong to a listing service to expose the seller's property to other agents who are members of the service. Some of those agents may be working with buyers as buyers' agents; others will be working with buyers but still representing the sellers' interests as an agent or "subagent." When the buyer's agents and seller's subagents desire to share in the commission the seller pays to the listing firm, the listing agent may share the commission with the seller's permission.

AGENTS WORKING WITH BUYERS

A buyer may contract with an agent or firm to represent him (as a **buyer's agent**), or may work with an agent or firm that represents the seller (as a **seller's agent** or **subagent**). All parties in the transaction should find out at the beginning who the agent working with the buyer represents.

If a buyer wants a buyer's agent to represent him in purchasing a property, the buyer should enter into a "buyer agency agreement" with the agent. The buyer agency agreement should state how the buyer's agent will be paid. **Unless some other arrangement is made which is satisfactory to the parties, the buyer's agent will be paid by the buyer.** Many buyer agency agreements will also obligate the buyer to pay the buyer's agent no matter who finds the property that the buyer purchases.

A buyer may decide to work with a firm that is acting as agent for the seller (a **seller's agent** or **subagent**). If a buyer does not enter into a buyer agency agreement with the firm that shows him properties, that firm and its agents will show the buyer properties as an agent or subagent working on the seller's behalf. Such a firm represents the seller (**not the buyer**) and must disclose that fact to the buyer.

A seller's agent or subagent must still treat the buyer fairly and honestly and disclose to the buyer all material facts which the agent knows or reasonably should know. The seller's agent typically will be paid by the seller. **If the agent is acting as agent for the seller, the buyer should be careful not to give the agent any information that the buyer does not want the seller to know.**

DUAL AGENTS

A real estate agent or firm may represent more than one party in the same transaction only with the knowledge and consent of all parties for whom the agent acts. "Dual Agency" is most likely to occur when a buyer represented by a buyer's agent wants to purchase a property listed by that agent's firm. A dual agent must carefully explain to each party that the agent and the agent's firm are also acting for the other party.

In any dual agency situation, the agent must obtain a written agreement from the parties which fully describes the obligations of the agent and the agent's firm to each of them.



- ☐ **REQUEST TO ACTIVATE BROKER OR SALESMAN LICENSE**
- ☐ **NOTIFICATION OF SALESMAN SUPERVISION**
- ☐ **NOTIFICATION OF CHANGE OF BROKER'S BUSINESS ADDRESS**

*After reading the instructions on the reverse side of this form,
check the appropriate box(es) above and provide all information requested below.*

Certification Regarding License Activation Request

- **Resident Licensee:** I certify by signing below that I have completed the continuing education course(s) required to place my license on Active Status. *(Do not send your Course Completion Certificates; verification will be made by receipt of sponsor Course Completion Reports.)*

I completed the required continuing education (check one) ☐ within the last 30 days. ☐ more than 30 days before the date shown below.

- **Non-Resident Licensee:** I certify by signing below that I have completed the continuing education course(s) required to place my license on Active Status. *(If your license is inactive because you have not fully satisfied your continuing education requirements, attach copies of your Course Completion Certificates AND the required \$20 fee for EACH course.)*

Certification Regarding Notification of Salesman Supervision

- **Salesman:** I certify by signing below that I am engaged in the business of a real estate salesman under the supervision of the Broker-In-Charge named below, and that I shall engage in acts which require a real estate license only while under the active, personal supervision of that Broker-In-Charge.
- **Broker-In-Charge:** I certify by signing below that the salesman named below is (as of the date shown) engaged in the business of a real estate salesman under my active, personal supervision and will remain under my supervision until I otherwise give written notice to the Real Estate Commission. I further certify that 30 calendar days following the date shown below, such salesman shall discontinue any and all licensed activity in the event that I have not received from the Commission written acknowledgement of the receipt and acceptance of this form.

TO BE COMPLETED BY LICENSEE

SIGNATURE: _____ DATE: _____

FULL NAME: _____ LIC #: _____ TYPE: _____
(Type or Print)

RESIDENCE ADDRESS: _____
(Street address) (P.O. Box)

(City) (State) (Zip)

☐ Check if your residence address is new.

TO BE COMPLETED BY BROKER-IN-CHARGE

SIGNATURE: _____ DATE: _____

FULL NAME: _____ LICENSE #: _____
(Type or Print)

BUSINESS NAME: _____

BUSINESS STREET ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

(City) (State) (Zip) (County)

(over)

REC 2.08
7/5/95

Instructions

I. REQUEST TO ACTIVATE BROKER OR SALESMAN LICENSE

1. To request that your real estate license be placed on Active Status, YOU AND THE BROKER-IN-CHARGE OF THE OFFICE WHERE YOU WORK SHOULD COMPLETE THE REVERSE SIDE OF THIS FORM.
2. To activate your license, you must have completed the real estate continuing education shown in the chart below, [Note: New licensees are not subject to the continuing education requirement until the second license renewal after the date of their initial licensure.]
3. RESIDENT licensees may begin working when this properly completed form has been either mailed or delivered to the Commission. (No fee required.) The Real Estate Commission will send you an acknowledgement confirming that this form has been received and that your license has been placed on Active Status. If you have not received the acknowledgement by 30 calendar days after the date entered on this form, you must immediately cease any further activity for which a real estate license is required until the acknowledgement has been received.

NON-RESIDENT licensees must receive acknowledgment from the Commission prior to beginning work.

4. You should be aware that meeting the continuing education requirement for activation of your license does not satisfy the continuing education requirement for renewal of your license on Active Status for the next license period.

II. NOTIFICATION OF SALESMAN SUPERVISION

1. To notify the Commission that a real estate salesman has become supervised by a new Broker-In-Charge, THE SALESMAN AND THE BROKER-IN-CHARGE OF THE OFFICE WHERE THE SALESMAN WILL BE WORKING MUST COMPLETE THE REVERSE SIDE OF THIS FORM.
2. The salesman may begin working under the supervision of the Broker-In-Charge when the Broker-In-Charge has either mailed or delivered this properly completed form to the Real Estate Commission. (No fee required.)
3. The Real Estate Commission will send the Broker-In-Charge a written acknowledgement confirming that this form has been received and accepted. (The Broker-In-Charge should retain the acknowledgement for his/her files.) If the salesman and Broker-In-Charge have not received the acknowledgement by 30 calendar days after the date entered on this form, the salesman must immediately cease any further activity for which a real estate license is required until the acknowledgement has been received. (Brokers-In-Charge are advised to contact the Records Section at the Commission Office if the acknowledgement has not been received by 25 days after the date entered on this form.)
4. Upon termination of the salesman's association with the Broker-In-Charge or firm, the Broker-In-Charge must immediately notify the Real Estate Commission in writing, giving the salesman's current residence address and date of termination. The Commission will furnish the Broker-In-Charge and salesman a written acknowledgement confirming that the notification has been received and that the Broker-In-Charge has been released from further supervisory responsibility over the salesman's real estate activities. (The Broker-In-Charge should retain this acknowledgment for his/her files.)

III. NOTIFICATION OF CHANGE OF BUSINESS ADDRESS (Brokers Only)

To notify the Commission that you will be engaging in the real estate brokerage business at a new address, YOU AND THE BROKER-IN-CHARGE OF THE OFFICE WHERE YOU WORK SHOULD COMPLETE THE REVERSE SIDE OF THIS FORM.

CE Credit Requirements to Activate a Real Estate License for 1995 - 1996

CE Completed by June 10, 1995	CE Required to Activate License for 1995-96 License Year
None	Update Course Elective Course(s) - 8 hours
Update Course	Elective Course(s) - 4 hours
Elective Course(s) - 4 hours	Update Course Elective Course(s) - 4 hours

[Notes: 1. Nonresident licensees may obtain the CE credit by completing courses approved by the real estate licensing agency in their resident state. 2. New licensees are not subject to the continuing education requirements until their second license renewal.]

CONTINUING EDUCATION COURSE SCHEDULE

For the Period July 25, 1995 - November 30, 1995

The basic continuing education requirement for renewal of a license on active status is eight hours per year. Four (4) of the required eight (8) hours must be obtained by satisfactorily completing the mandatory *RE Update* course. The remaining four (4) hours must be obtained by completing one or more elective courses approved by the Commission. Continuing education must be completed within the twelve-month period immediately preceding license expiration on June 30. Sponsors will not be allowed to offer approved courses between June 11 and June 30 of any year. Therefore, in order to renew on active status, each licensee must obtain the required continuing education no later than June 10 each year.

The following schedule of courses is based on information provided by approved sponsors prior to the deadline for publication of this issue of the *Bulletin*. The information is organized alphabetically by cities and towns where scheduled courses will be conducted. Each scheduled session of the mandatory *update* course is listed in bold italics as *RE Update*. All other course titles are elective courses. *The four-digit sponsor number and the hours credit for the course appear in parentheses immediately after each course title*, followed by the scheduled date for the class. *Please refer to the corresponding sponsor number on the accompanying list of Continuing Education Sponsors for the sponsor name and telephone number.* Licensees must contact course sponsors directly for more complete course descriptions, information regarding fees, the scheduled hours for the course, and registration procedures. Licensees should also contact course sponsors directly for information regarding additional sessions which may have been scheduled and additional courses which may have been approved since the publication deadline.

City	Course Title (Sponsor No./CE Hr.)	Date(s)	City	Course Title (Sponsor No/CE Hrs.)	Date
Asheboro	Tax Aspects of Home Ownership(1053/4)	10/02/95	Asheville	<i>RE Update(1100/4)</i>	10/07/95
	<i>RE Update(1053/4)</i>	10/02/95		<i>RE Update(1059/4)</i>	10/13/95
Asheville	<i>RE Update(1005/4)</i>	07/25/95	(cont)	Advertising: Improving Your Business(1059/4)	10/13/95
	Closing Statement: Clutter & Correctness(1005/4)	07/25/95		<i>RE Update(1100/4)</i>	10/14/95
	<i>RE Update(1100/4)</i>	07/29/95		<i>RE Update(1005/4)</i>	10/20/95
	Trust Accounts - 'revisited'(1065/4)	08/04/95		Closing Statement: Clutter & Correctness(1005/4)	10/20/95
	<i>RE Update(1065/4)</i>	08/04/95		<i>RE Update(1005/4)</i>	10/27/95
	<i>RE Update(1100/4)</i>	08/05/95		Closing Statement: Clutter & Correctness(1005/4)	10/27/95
	<i>RE Update(1005/4)</i>	08/05/95		<i>RE Update(1100/4)</i>	10/28/95
	Closing Statement: Clutter & Correctness(1005/4)	08/05/95		Residential Construction GRI 201(1012/4)	10/30/95
	<i>RE Update(1005/4)</i>	08/11/95		Legal Issues in Real Estate GRI 202(1012/4)	10/31/95
	Closing Statement: Clutter & Correctness(1005/4)	08/11/95		Tax Planning for the RE Professional GRI	11/01/95
	<i>RE Update(1100/4)</i>	08/12/95		203(1012/4)	
	<i>RE Update(1005/4)</i>	08/25/95		Trust Accounts - 'revisited'(1065/4)	11/09/95
	Closing Statement: Clutter & Correctness(1005/4)	08/25/95		<i>RE Update(1065/4)</i>	11/09/95
	<i>RE Update(1100/4)</i>	08/26/95		<i>RE Update(1047/4)</i>	11/29/95
	Trust Accounts - 'revisited'(1065/4)	09/07/95	Atlantic Beach	Home Inspections: RE Agent's Perspective(1139/4)	09/22/95
	<i>RE Update(1065/4)</i>	09/07/95		<i>RE Update(1086/4)</i>	09/28/95
	<i>RE Update(1005/4)</i>	09/08/95		Home Inspections: RE Agent's Perspective(1139/4)	10/27/95
	Closing Statement: Clutter & Correctness(1005/4)	09/08/95	Benson	Affordable Housing Programs(1094/4)	08/25/95
	<i>RE Update(1100/4)</i>	09/09/95	Boone	<i>RE Update(1011/4)</i>	09/19/95
	<i>RE Update(1100/4)</i>	09/16/95		Risk Management(1011/4)	09/19/95
	<i>RE Update(1059/4)</i>	09/22/95		<i>RE Update(1047/4)</i>	09/25/95
	Advertising: Improving Your Business(1059/4)	09/22/95		Trust Accounts - 'revisited'(1065/4)	11/10/95
	<i>RE Update(1005/4)</i>	09/23/95		<i>RE Update(1065/4)</i>	11/10/95
	Closing Statement: Clutter & Correctness(1005/4)	09/23/95	Burlington	Ti Real Estate Calculator(1053/4)	08/08/95
	<i>RE Update(1011/4)</i>	09/27/95		<i>RE Update(1053/4)</i>	08/08/95
	Risk Management(1011/4)	09/27/95		<i>RE Update(1011/4)</i>	08/30/95
	<i>RE Update(1047/4)</i>	09/28/95		Risk Management(1011/4)	08/30/95
	<i>RE Update(1005/4)</i>	09/29/95		<i>RE Update(1047/4)</i>	10/10/95
	Closing Statement: Clutter & Correctness(1005/4)	09/29/95		Ti Real Estate Calculator(1053/4)	10/16/95
	<i>RE Update(1100/4)</i>	09/30/95		<i>RE Update(1053/4)</i>	10/16/95
	Trust Accounts - 'revisited'(1065/4)	10/06/95	Caribbean Sea	Risk Management(1011/4)	09/09/95
	<i>RE Update(1065/4)</i>	10/06/95		<i>RE Update(1011/4)</i>	09/09/95
	<i>RE Update(1005/4)</i>	10/06/95	Cary	Affordable Housing Programs(1094/4)	08/18/95
	Closing Statement: Clutter & Correctness(1005/4)	10/06/95	Chapel Hill	Risk Management(1011/4)	08/10/95
	Home Inspections: RE Agent's Perspective(1139/4)	10/06/95			

<u>City</u>	<u>Course Title (Sponsor No/CE Hrs.)</u>	<u>Date</u>	<u>City</u>	<u>Course Title (Sponsor No/CE Hrs.)</u>	<u>Date</u>
Chapel Hill (cont)	<i>RE Update(1011/4)</i>	08/10/95	Charlotte (cont)	<i>RE Update(1004/4)</i>	10/07/95
	Residential Construction GRI 201(1012/4)	08/21/95		Analyzing & Marketing Investment Prpty(1004/4)	10/07/95
	Legal Issues in Real Estate GRI 202(1012/4)	08/22/95		<i>RE Update(1004/4)</i>	10/12/95
	Tax Planning for the RE Professional GRI 203(1012/4)	08/23/95		Commercial RE for the Residential Agent(1004/4)	10/12/95
	Advertising: Improving Your Business(1059/4)	09/18/95		Analyzing & Marketing Investment Prpty(1004/4)	10/12/95
	<i>RE Update(1059/4)</i>	09/18/95		<i>RE Update(1023/4)</i>	10/12/95
	Nuts & Bolts of Property Management(1001/4)	09/21/95		Trust Accounts - 'revisited'(1065/4)	10/13/95
	Ti Real Estate Calculator(1053/4)	09/25/95		<i>RE Update(1065/4)</i>	10/13/95
	<i>RE Update(1053/4)</i>	09/25/95		<i>RE Update(1035/4)</i>	10/14/95
	Tax Aspects of Home Ownership(1053/4)	11/14/95		Prblm Solving/Decision Making/prop Mngmt(1129/4)	10/14/95
	<i>RE Update(1053/4)</i>	11/14/95		<i>RE Update(1004/4)</i>	10/14/95
Charlotte	Advertising: Improving Your Business(1059/4)	08/01/95		Professional Business Standards(1004/4)	10/14/95
	<i>RE Update(1059/4)</i>	08/01/95		<i>RE Update(1023/4)</i>	10/14/95
	Risk Management(1023/4)	08/03/95		<i>RE Update(1035/4)</i>	10/17/95
	Trust Accounts - 'revisited'(1065/4)	08/11/95		<i>RE Update(1023/4)</i>	10/17/95
	<i>RE Update(1065/4)</i>	08/11/95		<i>RE Update(1047/4)</i>	10/17/95
	Fair Housing in the 90's(1023/4)	08/13/95		Environmental Considerations in Re(1035/4)	10/18/95
	Risk Management(1011/4)	08/16/95		<i>RE Update(1001/4)</i>	10/18/95
	<i>RE Update(1011/4)</i>	08/16/95		Fair Housing: Perceptions Are Everything(1001/4)	10/18/95
	<i>RE Update(1023/4)</i>	08/16/95		Amnesia & the Attorney(1001/4)	10/19/95
	Real Estate Exchanges(1044/4)	08/17/95		<i>RE Update(1001/4)</i>	10/19/95
	Fair Housing in the 90's(1023/4)	08/31/95		<i>RE Update(1001/4)</i>	10/20/95
	<i>RE Update(1023/4)</i>	09/07/95		Residential Construction Techniques(1001/4)	10/20/95
	Environmental Considerations in Re(1035/4)	09/08/95		<i>RE Update(1004/4)</i>	10/23/95
	<i>RE Update(1035/4)</i>	09/08/95		How Do We Do That?(1004/4)	10/23/95
	Trust Accounts - 'revisited'(1065/4)	09/12/95		<i>RE Update(1004/4)</i>	10/24/95
	<i>RE Update(1065/4)</i>	09/12/95		Basic House Construction(1004/4)	10/24/95
	<i>RE Update(1004/4)</i>	09/15/95		<i>RE Update(1004/4)</i>	10/26/95
	How Do We Do That?(1004/4)	09/15/95		Who's My Boss(1004/4)	10/26/95
	Environmental Considerations in Re(1035/4)	09/16/95		<i>RE Update(1004/4)</i>	10/27/95
	<i>RE Update(1035/4)</i>	09/16/95		1031 Tax Free Exchange of Real Property(1004/4)	10/27/95
	<i>RE Update(1004/4)</i>	09/16/95		Risk Management(1035/4)	10/28/95
	Professional Business Standards(1004/4)	09/16/95		<i>RE Update(1004/4)</i>	10/28/95
	Risk Reduction(1004/4)	09/18/95		Risk Reduction(1004/4)	10/28/95
	<i>RE Update(1047/4)</i>	09/18/95		<i>RE Update(1004/4)</i>	10/31/95
	Tax Aspects of Home Ownership(1047/4)	09/18/95		Buyer Brokerage Made Easy(1004/4)	10/31/95
	<i>RE Update(1004/4)</i>	09/19/95		<i>RE Update(1023/4)</i>	11/02/95
	Risk Management(1023/4)	09/20/95		<i>RE Update(1035/4)</i>	11/03/95
	Risk Management(1035/4)	09/22/95		<i>RE Update(1004/4)</i>	11/04/95
	<i>RE Update(1035/4)</i>	09/22/95		Basic House Construction(1004/4)	11/04/95
	<i>RE Update(1023/4)</i>	09/23/95		<i>RE Update(1047/4)</i>	11/08/95
	Income Valuation Fundamentals(1004/4)	09/25/95		Risk Management(1035/4)	11/11/95
	<i>RE Update(1004/4)</i>	09/25/95		<i>RE Update(1035/4)</i>	11/11/95
	<i>RE Update(1035/4)</i>	09/26/95		<i>RE Update(1035/4)</i>	11/13/95
	Risk Management(1035/4)	09/28/95		Trust Accounts - 'revisited'(1065/4)	11/14/95
	<i>RE Update(1004/4)</i>	09/28/95		<i>RE Update(1065/4)</i>	11/14/95
	Basic House Construction(1004/4)	09/28/95		<i>RE Update(1004/4)</i>	11/14/95
	<i>RE Update(1004/4)</i>	09/29/95		Buyer Brokerage Made Easy(1004/4)	11/14/95
	1031 Tax Free Exchange of Real Property(1004/4)	09/29/95		<i>RE Update(1023/4)</i>	11/14/95
	<i>RE Update(1004/4)</i>	09/30/95		Environmental Considerations in Re(1035/4)	11/15/95
	Professional Business Standards(1004/4)	09/30/95		Income Valuation Fundamentals(1004/4)	11/16/95
	Pricing Residential Properties/Valuation Process GRI 301(1012/4)	10/02/95		<i>RE Update(1004/4)</i>	11/16/95
	<i>RE Update(1047/4)</i>	10/02/95		<i>RE Update(1004/4)</i>	11/17/95
	<i>RE Update(1035/4)</i>	10/03/95		Basic House Construction(1004/4)	11/17/95
	Residential RE As An Investment GRI 302(1012/4)	10/03/95		<i>RE Update(1004/4)</i>	11/18/95
	Income Valuation Fundamentals(1004/4)	10/03/95		Analyzing & Marketing Investment Prpty(1004/4)	11/18/95
	<i>RE Update(1004/4)</i>	10/03/95		<i>RE Update(1047/4)</i>	11/21/95
	Risk Management(1035/4)	10/04/95		<i>RE Update(1004/4)</i>	11/28/95
	Property Management GRI 303(1012/4)	10/04/95		Commercial RE for the Residential Agent(1004/4)	11/28/95

<u>City</u>	<u>Course Title (Sponsor No/CE Hrs.)</u>	<u>Date</u>	<u>City</u>	<u>Course Title (Sponsor No/CE Hrs.)</u>	<u>Date</u>
Charlotte	RE Update(1004/4)	11/30/95	Gastonia	RE Update(1011/4)	08/15/95
(cont)	Commercial RE for the Residential Agent(1004/4)	11/30/95	(cont)	Risk Management(1011/4)	08/15/95
Clinton	Affordable Housing Programs(1094/4)	09/29/95	Goldsboro	RE Update(1098/4)	08/18/95
Concord	Risk Management(1011/4)	08/17/95		Risk Management(1098/4)	08/18/95
	RE Update(1011/4)	08/17/95		Appraisal & Value(1097/4)	08/26/95
Durham	RE Update(1059/4)	07/25/95		RE Update(1097/4)	08/26/95
	Advertising: Improving Your Business(1059/4)	07/25/95		RE Update(1059/4)	08/31/95
	RE Update(1020/4)	08/10/95		Advertising: Improving Your Business(1059/4)	08/31/95
	Architect Styles/Prblms W/ Older Constr(1020/4)	08/10/95		RE Update(1059/4)	09/08/95
	RE Update(1020/4)	09/13/95		Advertising: Improving Your Business(1059/4)	09/08/95
	RE Update(1047/4)	09/13/95		RE Update(1047/4)	09/22/95
	Tax Implications of RE Transactions(1047/4)	09/13/95		Tax Aspects of Home Ownership(1047/4)	09/22/95
	RE Update(1059/4)	10/09/95	Greensboro	Advertising: Improving Your Business(1059/4)	07/26/95
	Advertising: Improving Your Business(1059/4)	10/09/95		RE Update(1059/4)	07/26/95
	RE Update(1053/4)	10/12/95		Risk Management(1011/4)	08/09/95
	Ti Real Estate Calculator(1053/4)	10/12/95		RE Update(1011/4)	08/09/95
	RE Update(1047/4)	10/24/95		RE Update(1065/4)	08/10/95
	RE Update(1020/4)	10/26/95		Trust Accounts - 'revisited'(1065/4)	08/10/95
	Risk Management(1020/4)	10/26/95		Ti Real Estate Calculator(1053/4)	08/29/95
	RE Update(1047/4)	11/29/95		RE Update(1053/4)	08/29/95
	RE Update(1020/4)	11/30/95		Tax Aspects of Home Ownership(1053/4)	09/12/95
Elizabeth City	RE Update(1011/4)	07/26/95		Whats Your Bottom Line?(1016/4)	09/13/95
	Risk Management(1011/4)	07/26/95		RE Update(1016/4)	09/13/95
	RE Update(1059/4)	08/04/95		RE Update(1065/4)	09/13/95
	Advertising: Improving Your Business(1059/4)	08/04/95		Trust Accounts - 'revisited'(1065/4)	09/13/95
Elizabethtown	Affordable Housing Programs(1094/4)	09/22/95		RE Update(1053/4)	09/14/95
Elkin	Home Inspections: RE Agent's Perspective(1139/4)	10/05/95		Advertising: Improving Your Business(1059/4)	09/19/95
Ellerbe	Ti Real Estate Calculator(1053/4)	10/03/95		RE Update(1059/4)	09/19/95
	RE Update(1053/4)	10/03/95		Residential Financing GRI 101(1012/4)	09/25/95
Fayetteville	Valuing Small Prop/Income Approach(1031/4)	08/01/95		Challenging the Appraisal(1047/4)	09/26/95
	RE Update(1031/4)	08/02/95		RE Update(1047/4)	09/26/95
	RE Update(1098/4)	08/10/95		From Contract to Closing GRI 103(1012/4)	09/27/95
	Risk Management(1098/4)	08/10/95		Advertising: Improving Your Business(1059/4)	10/10/95
	RE Update(1011/4)	08/12/95		RE Update(1059/4)	10/10/95
	Risk Management(1011/4)	08/12/95		RE Update(1065/4)	10/12/95
	RE Update(1007/4)	08/14/95		Trust Accounts - 'revisited'(1065/4)	10/12/95
	1031 Tax Free Exchange/Real Property(1007/4)	08/14/95		RE Update(1053/4)	10/19/95
	RE Update(1011/4)	08/22/95		Tax Aspects of Home Ownership(1053/4)	10/19/95
	Risk Management(1011/4)	08/22/95		Professional Business Standards(1016/4)	10/26/95
	RE Update(1059/4)	08/23/95		RE Update(1016/4)	10/26/95
	Advertising: Improving Your Business(1059/4)	08/23/95		Amnesia & the Attorney(1001/4)	11/01/95
	RE Update(1031/4)	09/07/95		Commercial RE for the Residential Agent(1016/4)	11/02/95
	RE Update(1053/4)	09/07/95		RE Update(1016/4)	11/02/95
	Ti Real Estate Calculator(1053/4)	09/07/95		Fair Housing in the 90's(1016/4)	11/15/95
	Risk Management(1031/4)	09/09/95		RE Update(1016/4)	11/15/95
	RE Update(1011/4)	09/12/95		RE Update(1065/4)	11/15/95
	Risk Management(1011/4)	09/12/95		Trust Accounts - 'revisited'(1065/4)	11/15/95
	Nuts & Bolts of Property Management(1001/4)	09/20/95		RE Update(1053/4)	11/20/95
	RE Update(1047/4)	09/21/95		Ti Real Estate Calculator(1053/4)	11/20/95
	RE Update(1011/4)	09/23/95		RE Update(1047/4)	11/22/95
	Risk Management(1011/4)	09/23/95	Greenville	RE Update(1011/4)	07/27/95
	RE Update(1059/4)	09/28/95		Risk Management(1011/4)	07/27/95
	Advertising: Improving Your Business(1059/4)	09/28/95		RE Update(1059/4)	07/28/95
	Tax Aspects of Home Ownership(1053/4)	11/02/95		Advertising: Improving Your Business(1059/4)	07/28/95
	RE Update(1053/4)	11/02/95		RE Update(1059/4)	08/09/95
	RE Update(1047/4)	11/02/95		Advertising: Improving Your Business(1059/4)	08/09/95
Garner	Tax Implications of RE Transactions(1047/4)	09/14/95		Doing the Right Thing(1126/4)	08/10/95
	RE Update(1047/4)	09/14/95		RE Update(1126/4)	08/10/95
	RE Update(1047/4)	11/06/95		1031 Tax Free Exchange/Real Property(1007/4)	08/11/95
Gastonia	RE Update(1089/4)	08/09/95		RE Update(1007/4)	08/11/95
	Agency Forms & License Law Revisions(1089/4)	08/09/95		RE Update(1097/4)	08/31/95

<u>City</u>	<u>Course Title (Sponsor No/CE Hrs.)</u>	<u>Date</u>	<u>City</u>	<u>Course Title (Sponsor No/CE Hrs.)</u>	<u>Date</u>
Greenville	Appraisal & Value(1097/4)	08/31/95	Kernersville(cont)	The Homeowner & Taxes(1116/4)	10/28/95
(cont)	Doing the Right Thing(1126/4)	09/06/95	Kill Devil Hills	RE Update(1011/4)	07/25/95
	RE Update(1126/4)	09/06/95		Risk Management(1011/4)	07/25/95
	RE Update(1126/4)	09/09/95		Real Estate Insurance(1066/4)	07/26/95
	Doing the Right Thing(1126/4)	09/09/95		RE Update(1066/4)	07/26/95
	RE Update(1059/4)	09/15/95		Real Estate Insurance(1066/4)	08/22/95
	Advertising: Improving Your Business(1059/4)	09/15/95		RE Update(1066/4)	08/22/95
	RE Update(1053/4)	09/20/95		Real Estate Insurance(1066/4)	09/27/95
	Tax Aspects of Home Ownership(1053/4)	09/20/95		RE Update(1066/4)	09/27/95
	Doing the Right Thing(1126/4)	10/04/95		RE Update(1027/4)	10/10/95
	RE Update(1126/4)	10/04/95		RE Update(1027/4)	11/06/95
	RE Update(1126/4)	10/14/95	Kinston	RE Update(1059/4)	08/30/95
	Doing the Right Thing(1126/4)	10/14/95		Advertising: Improving Your Business(1059/4)	08/30/95
	Amnesia & the Attorney(1001/4)	11/02/95		1031 Tax Free Exchange/Real Property(1007/4)	09/08/95
	RE Update(1126/4)	11/15/95		RE Update(1007/4)	09/08/95
	Doing the Right Thing(1126/4)	11/15/95	Laurinburg	RE Update(1011/4)	08/26/95
	RE Update(1097/4)	11/18/95		Fair Housing(1011/4)	08/26/95
	Appraisal & Value(1097/4)	11/18/95		RE Update(1026/4)	09/11/95
Hatteras	Real Estate Insurance(1066/4)	08/17/95		Equal Opportunity & Related Legislation(1026/4)	09/13/95
	RE Update(1066/4)	08/17/95	Lexington	RE Update(1045/4)	09/25/95
Havelock	Appraisal & Value(1097/4)	09/19/95		RE Update(1045/4)	10/16/95
	RE Update(1097/4)	09/19/95		RE Update(1045/4)	11/06/95
	Appraisal & Value(1097/4)	11/07/95	Long Beach	Affordable Housing Programs(1094/4)	10/06/95
	RE Update(1097/4)	11/07/95	Lumberton	RE Update(1059/4)	08/11/95
Hendersonville	Trust Accounts - 'revisited'(1065/4)	08/03/95		Advertising: Improving Your Business(1059/4)	08/11/95
	RE Update(1065/4)	08/03/95		RE Update(1011/4)	08/19/95
Hickory	Trust Accounts - 'revisited'(1065/4)	08/08/95		Fair Housing(1011/4)	08/19/95
	RE Update(1065/4)	08/08/95		RE Update(1053/4)	09/28/95
	Trust Accounts - 'revisited'(1065/4)	09/15/95		Tax Aspects of Home Ownership(1053/4)	09/28/95
	RE Update(1065/4)	09/15/95		Ti Real Estate Calculator(1053/4)	11/07/95
	RE Update(1011/4)	09/20/95		RE Update(1053/4)	11/07/95
	Risk Management(1011/4)	09/20/95	Morehead City	Advertising: Improving Your Business(1059/4)	08/25/95
	Advertising: Improving Your Business(1059/4)	09/21/95		RE Update(1059/4)	08/25/95
	RE Update(1059/4)	09/21/95		Advertising: Improving Your Business(1059/4)	09/01/95
	RE Update(1047/4)	10/05/95		RE Update(1059/4)	09/01/95
	Trust Accounts - 'revisited'(1065/4)	10/10/95		1031 Tax Free Exchange/Real Property(1007/4)	09/12/95
	RE Update(1065/4)	10/10/95		RE Update(1007/4)	09/12/95
	Advertising: Improving Your Business(1059/4)	10/12/95	Morganton	RE Update(1011/4)	09/26/95
	RE Update(1059/4)	10/12/95		Risk Management(1011/4)	09/26/95
	Trust Accounts - 'revisited'(1065/4)	11/17/95	Murphy	Trust Accounts - 'revisited'(1065/4)	10/05/95
	RE Update(1065/4)	11/17/95		RE Update(1065/4)	10/05/95
High Point	RE Update(1041/4)	08/15/95	Nags Head	RE Update(1059/4)	10/06/95
	RE Update(1011/4)	08/29/95		Advertising: Improving Your Business(1059/4)	10/06/95
	Risk Management(1011/4)	08/29/95	New Bern	Appraisal & Value(1097/4)	08/29/95
	RE Update(1047/4)	10/09/95		RE Update(1097/4)	08/29/95
	Home Inspections: RE Agent's Perspective(1139/4)	11/02/95		RE Update(1056/4)	09/18/95
Highlands	Trust Accounts - 'revisited'(1065/4)	09/08/95		Appraisal & Value(1097/4)	10/11/95
	RE Update(1065/4)	09/08/95		RE Update(1097/4)	10/11/95
Jacksonville	RE Update(1059/4)	07/29/95		RE Update(1047/4)	10/16/95
	Advertising: Improving Your Business(1059/4)	07/29/95		Appraisal & Value(1097/4)	11/11/95
	RE Update(1059/4)	08/16/95		RE Update(1097/4)	11/11/95
	Advertising: Improving Your Business(1059/4)	08/16/95		RE Update(1056/4)	11/20/95
	1031 Tax Free Exchange/Real Property(1007/4)	09/06/95	Pinehurst	RE Update(1042/4)	08/15/95
	RE Update(1007/4)	09/06/95		Equal Opportunity & Related Legislation(1042/4)	08/17/95
	RE Update(1059/4)	09/06/95		RE Update(1042/4)	10/17/95
	Advertising: Improving Your Business(1059/4)	09/06/95		Equal Opportunity & Related Legislation(1042/4)	10/19/95
	RE Update(1059/4)	10/04/95	Raleigh	RE Update(1008/4)	07/25/95
	Advertising: Improving Your Business(1059/4)	10/04/95		Tax Aspects of Home Ownership(1008/4)	07/25/95
	RE Update(1047/4)	11/01/95		RE Update(1036/4)	07/26/95
	Affordable Housing Programs(1094/4)	11/03/95		But Is It A Contract?(1036/4)	07/26/95
Kernersville	The Homeowner & Taxes(1116/4)	09/11/95		1031 Tax Free Exchange/Real Property(1007/4)	07/27/95

<u>City</u>	<u>Course Title (Sponsor No/CE Hrs.)</u>	<u>Date</u>	<u>City</u>	<u>Course Title (Sponsor No/CE Hrs.)</u>	<u>Date</u>
Raleigh	<i>RE Update(1007/4)</i>	07/27/95	Roanoke Rapids	<i>RE Update(1059/4)</i>	09/13/95
(cont)	Advertising: Improving Your Business(1059/4)	08/02/95	Rockingham	Ti Real Estate Calculator(1053/4)	10/03/95
	<i>RE Update(1059/4)</i>	08/02/95		<i>RE Update(1053/4)</i>	10/03/95
	Ti Real Estate Calculator(1008/4)	08/02/95	Rocky Mount	Risk Management(1011/4)	08/03/95
	<i>RE Update(1008/4)</i>	08/07/95		<i>RE Update(1011/4)</i>	08/03/95
	Basic Trust Account Procedures(1000/4)	08/08/95		Advertising: Improving Your Business(1059/4)	08/08/95
	Agency Forms & License Law Revisions(1008/4)	08/10/95		<i>RE Update(1059/4)</i>	08/08/95
	<i>RE Update(1008/4)</i>	08/16/95		<i>RE Update(1053/4)</i>	08/17/95
	<i>RE Update(1090/4)</i>	08/16/95		Ti Real Estate Calculator(1053/4)	08/17/95
	<i>RE Update(1100/4)</i>	08/19/95		1031 Tax Free Exchange/Real Property(1007/4)	08/30/95
	<i>RE Update(1053/4)</i>	08/21/95		<i>RE Update(1007/4)</i>	08/30/95
	Ti Real Estate Calculator(1053/4)	08/21/95		<i>RE Update(1059/4)</i>	09/14/95
	<i>RE Update(1008/4)</i>	08/23/95		Advertising: Improving Your Business(1059/4)	09/14/95
	Commercial RE for the Residential Agent(1008/4)	08/23/95		<i>RE Update(1047/4)</i>	09/20/95
	<i>RE Update(1036/4)</i>	08/23/95		<i>RE Update(1097/4)</i>	10/26/95
	But Is It A Contract?(1036/4)	08/23/95		Appraisal & Value(1097/4)	10/26/95
	<i>RE Update(1097/4)</i>	08/24/95		<i>RE Update(1047/4)</i>	11/16/95
	Appraisal & Value(1097/4)	08/24/95		Affordable Housing Programs(1094/4)	11/17/95
	<i>RE Update(1011/4)</i>	08/31/95	Salisbury	What You Know Can Help You(1022/4)	07/25/95
	Risk Management(1011/4)	08/31/95		<i>RE Update(1022/4)</i>	07/25/95
	<i>RE Update(1008/4)</i>	09/06/95		What You Know Can Help You(1022/4)	08/08/95
	Evictions & Legal Issues/Prpty Mngrs(1008/4)	09/06/95		<i>RE Update(1022/4)</i>	08/08/95
	Commercial RE for the Residential Agent(1008/4)	09/09/95		What You Know Can Help You(1022/4)	08/22/95
	<i>RE Update(1053/4)</i>	09/12/95		<i>RE Update(1022/4)</i>	08/22/95
	Basic Trust Account Procedures(1000/4)	09/12/95		What You Know Can Help You(1022/4)	09/12/95
	Understanding Tax Issues & Guidelines(1090/4)	09/13/95		<i>RE Update(1022/4)</i>	09/12/95
	<i>RE Update(1090/4)</i>	09/13/95		What You Know Can Help You(1022/4)	09/26/95
	Ti Real Estate Calculator(1053/4)	09/14/95		<i>RE Update(1022/4)</i>	09/26/95
	<i>RE Update(1097/4)</i>	09/16/95		What You Know Can Help You(1022/4)	10/10/95
	Appraisal & Value(1097/4)	09/16/95		<i>RE Update(1022/4)</i>	10/10/95
	<i>RE Update(1008/4)</i>	09/18/95		What You Know Can Help You(1022/4)	10/24/95
	<i>RE Update(1008/4)</i>	09/20/95		<i>RE Update(1022/4)</i>	10/24/95
	Aprsl Process/Valuation-residential Prop(1008/4)	09/20/95		Home Inspections: RE Agent's Perspective(1139/4)	11/03/95
	<i>RE Update(1100/4)</i>	09/23/95	Sanford	<i>RE Update(1098/4)</i>	08/03/95
	1031 Tax Free Exchange/Real Property(1007/4)	09/27/95		Risk Management(1098/4)	08/03/95
	<i>RE Update(1007/4)</i>	09/27/95		Ti Real Estate Calculator(1053/4)	10/26/95
	Tax Implications of RE Transactions(1047/4)	09/27/95		<i>RE Update(1053/4)</i>	10/26/95
	<i>RE Update(1047/4)</i>	09/27/95	Smithfield	<i>RE Update(1053/4)</i>	08/30/95
	Basic Trust Account Procedures(1000/4)	10/10/95		Ti Real Estate Calculator(1053/4)	08/30/95
	<i>RE Update(1097/4)</i>	10/19/95		Tax Aspects of Home Ownership(1053/4)	10/13/95
	Appraisal & Value(1097/4)	10/19/95		<i>RE Update(1053/4)</i>	10/13/95
	<i>RE Update(1100/4)</i>	10/21/95	Southern Pines	<i>RE Update(1011/4)</i>	07/29/95
	Everything A RE Agent Should Know(1090/4)	10/25/95		Fair Housing(1011/4)	07/29/95
	Tax Aspects of Home Ownership(1053/4)	10/25/95		Ti Real Estate Calculator(1053/4)	08/15/95
	<i>RE Update(1053/4)</i>	10/25/95		<i>RE Update(1053/4)</i>	08/15/95
	Tax Implications of RE Transactions(1047/4)	10/26/95		Professional Business Standards(1026/4)	09/12/95
	<i>RE Update(1047/4)</i>	10/26/95		<i>RE Update(1026/4)</i>	09/12/95
	<i>RE Update(1097/4)</i>	11/14/95		Tax Aspects of Home Ownership(1053/4)	09/29/95
	Appraisal & Value(1097/4)	11/14/95		<i>RE Update(1053/4)</i>	09/29/95
	Ti Real Estate Calculator(1053/4)	11/17/95		Commercial RE for the Residential Agent(1026/4)	11/14/95
	<i>RE Update(1053/4)</i>	11/17/95		<i>RE Update(1026/4)</i>	11/14/95
	Basic Trust Account Procedures(1000/4)	11/21/95	Statesville	Risk Management(1107/4)	08/02/95
	<i>RE Update(1047/4)</i>	11/27/95		<i>RE Update(1107/4)</i>	08/02/95
	Residential Financing GRI 101(1012/4)	11/27/95		<i>RE Update(1107/4)</i>	08/22/95
	From Contract to Closing GRI 103(1012/4)	11/29/95		Risk Management(1107/4)	08/22/95
	<i>RE Update(1090/4)</i>	11/29/95		<i>RE Update(1107/4)</i>	09/18/95
Reidsville	1031 Tax Free Exchange/Real Property(1007/4)	09/26/95		<i>RE Update(1011/4)</i>	09/21/95
	<i>RE Update(1007/4)</i>	09/26/95		Risk Management(1011/4)	09/21/95
Roanoke Rapids	Risk Management(1011/4)	08/02/95		Tax Aspects of Home Ownership(1047/4)	09/26/95
	<i>RE Update(1011/4)</i>	08/02/95		<i>RE Update(1047/4)</i>	09/26/95
	Advertising: Improving Your Business(1059/4)	09/13/95		Two Different Real Estate Laws(1107/4)	09/27/95

<u>City</u>	<u>Course Title (Sponsor No/CE Hrs.)</u>	<u>Date</u>	<u>City</u>	<u>Course Title (Sponsor No/CE Hrs.)</u>	<u>Date</u>
Statesville	Two Different Real Estate Laws(1107/4)	10/30/95	Wilmington	Appraisal & Value(1097/4)	11/09/95
(cont)	RE Update(1107/4)	11/08/95	(cont)	RE Update(1047/4)	11/20/95
	RE Update(1047/4)	11/09/95		Ti Real Estate Calculator(1053/4)	11/28/95
Topsail Island	Advertising: Improving Your Business(1059/4)	08/28/95		RE Update(1053/4)	11/28/95
	RE Update(1059/4)	08/28/95	Wilson	Risk Management(1011/4)	08/01/95
	Appraisal & Value(1097/4)	10/05/95		RE Update(1011/4)	08/01/95
	RE Update(1097/4)	10/05/95		RE Update(1047/4)	09/19/95
Whiteville	Fair Housing(1011/4)	08/05/95		Challenging the Appraisal(1047/4)	09/19/95
	RE Update(1011/4)	08/05/95		Affordable Housing Programs(1094/4)	10/13/95
Williamston	Real Estate Insurance(1066/4)	07/27/95		RE Update(1047/4)	10/31/95
	RE Update(1066/4)	07/27/95	Winston Salem	RE Update(1037/4)	07/27/95
Wilmington	Real Estate Insurance(1066/4)	07/29/95		RE Update(1011/4)	08/08/95
	RE Update(1066/4)	07/29/95		Risk Management(1011/4)	08/08/95
	Understanding Tax Issues & Guidelines(1113/4)	07/29/95		Trust Accounts - 'revisited'(1065/4)	08/09/95
	1031 Tax Free Exchange/Real Property(1007/4)	08/02/95		RE Update(1065/4)	08/09/95
	RE Update(1007/4)	08/02/95		RE Update(1037/4)	08/24/95
	Affordable Housing Programs(1094/4)	08/09/95		Trust Accounts - 'revisited'(1065/4)	09/14/95
	RE Update(1097/4)	08/21/95		RE Update(1065/4)	09/14/95
	Appraisal & Value(1097/4)	08/21/95		Advertising: Improving Your Business(1059/4)	09/20/95
	RE Update(1059/4)	08/22/95		RE Update(1059/4)	09/20/95
	Advertising: Improving Your Business(1059/4)	08/22/95		Home Inspections: RE Agent's Perspective(1139/4)	09/21/95
	RE Update(1053/4)	08/24/95		RE Update(1047/4)	09/27/95
	Tax Aspects of Home Ownership(1053/4)	08/24/95		Trust Accounts - 'revisited'(1065/4)	10/11/95
	Real Estate Insurance(1066/4)	08/26/95		RE Update(1065/4)	10/11/95
	RE Update(1066/4)	08/26/95		Advertising: Improving Your Business(1059/4)	10/11/95
	Affordable Housing Programs(1094/4)	09/13/95		RE Update(1059/4)	10/11/95
	RE Update(1053/4)	09/19/95		Home Inspections: RE Agent's Perspective(1139/4)	10/26/95
	Tax Aspects of Home Ownership(1053/4)	09/19/95		RE Update(1037/4)	10/26/95
	RE Update(1059/4)	09/27/95		Trust Accounts - 'revisited'(1065/4)	11/16/95
	Advertising: Improving Your Business(1059/4)	09/27/95		RE Update(1065/4)	11/16/95
	Affordable Housing Programs(1094/4)	10/11/95		RE Update(1037/4)	11/18/95
	RE Update(1097/4)	10/17/95		RE Update(1047/4)	11/28/95
	Appraisal & Value(1097/4)	10/17/95	Wrightsville Beach	Residential Construction GRI 201(1012/4)	09/11/95
	RE Update(1047/4)	10/18/95		Legal Issues in Real Estate GRI 202(1012/4)	09/12/95
	Affordable Housing Programs(1094/4)	11/08/95		Tax Planning for the RE Professional GRI	09/13/95
	RE Update(1097/4)	11/09/95		203(1012/4)	

CONTINUING EDUCATION SPONSORS

The course sponsors listed below have been approved by the Commission to offer continuing education courses for credit toward renewal of licenses on active status. Sponsors approved to offer the mandatory 4-hour *update* course are designated by the letter (U), and sponsors approved to offer one or more elective courses are designated by the letter (E). Some sponsors have been approved to offer both the *update* and elective courses. The course sponsor numbers in this list correspond to the 4-digit sponsor number which appears in parenthesis immediately following each course title in the preceding course schedule. Licensees should contact the course sponsors directly for information regarding fees, registration procedures, and additional scheduling information which was not available at the time of publication.

<u>Sponsor No.</u>	<u>Sponsor Name</u>	<u>Office Location</u>	<u>Telephone</u>
1000	North Carolina Real Estate Commission* (E)	Raleigh	(919) 733-9580
1001	North Carolina Association of REALTORS®, Inc. (U/E)	Greensboro	(910) 294-1415
1002	George Bell Productions, Ltd. (U/E)	Raleigh	(919) 782-3551
1003	Carolina Real Estate Academy (U/E)	Goldsboro	(919) 751-8038
1004	Mingle Institute/NC School of Real Estate (U/E)	Charlotte	(704) 372-2984
1005	Cumbie Institute of Real Estate (U/E)	Asheville	(704) 687-7252
1006	Durham Technical Community College (U/E)	Durham	(919) 598-9270
1007	Eastern Carolina Real Estate School (U/E)	Jacksonville	(910) 455-5328
1008	Raleigh/Wake Board of REALTORS® (U/E)	Raleigh	(919) 834-0359
1009	Beaufort County Community College (U/E)	Washington	(919) 946-6194
1010	Forsyth Technical Community College (U)	Winston Salem	(910) 760-2373
1011	The Business Advantage, Inc. (U/E)	Fayetteville	(910) 485-1746
1012	North Carolina Real Estate Educational Foundation (E)	Greensboro	(910) 294-1415
1013	Wilkes Community College (U/E)	Wilkesboro	(910) 651-8695
1014	Eastern North Carolina School of Real Estate (U/E)	Goldsboro	(919) 778-9102
1015	Cabarrus County Association of REALTORS®, Inc. (U/E)	Concord	(704) 786-5512
1016	Greensboro Regional REALTORS® Association, Inc. (U/E)	Greensboro	(910) 854-5868
1017	Guilford Technical Community College (U/E)	Greensboro	(910) 334-5408
1018	Avery-Watauga Association of REALTORS® (U)	Boone	(704) 262-5437
1019	Asheville Board of REALTORS®, Inc. (U/E)	Asheville	(704) 255-8505
1020	Durham Association of REALTORS® (U/E)	Durham	(919) 383-2117
1021	Cape Fear Community College (U/E)	Wilmington	(910) 251-5689
1022	Larry Goodman Continuing Education (U/E)	Salisbury	(704) 636-3975
1023	Century 21 Real Estate Academy (U/E)	Charlotte	(704) 535-2121
1024	Imperial Training Services, Inc. (U/E)	Garner	(919) 772-6460
1025	The Christopher Group (E)	Raleigh	(919) 981-0098
1026	Pinehurst/Southern Pines Area Bd of REALTORS® (U/E)	Southern Pines	(910) 692-8988
1027	Outer Banks Association of REALTORS®, Inc. (U)	Kill Devil Hills	(919) 441-4036
1028	Union County Board of REALTORS®, Inc. (U/E)	Monroe	(704) 289-6059
1029	Ockuly Real Estate Academy (U)	Jacksonville	(910) 455-2977
1031	Fayetteville Technical Community College (U/E)	Fayetteville	(910) 678-8230
1033	National Education Network (U/E)	Manchester Ctr, VT	(800) 637-0020
1034	Real Estate Career Institute (U/E)	Wilmington	(910) 256-7469
1035	Central Piedmont Community College (U/E)	Charlotte	(704) 342-6562
1036	Howard Perry & Walston Real Estate School (U/E)	Raleigh	(919) 406-6900
1037	Western Piedmont Association of REALTORS®, Inc. (U/E)	Winston Salem	(910) 768-5560
1038	The Agent's Choice School of Continuing Education (U/E)	Winston Salem	(910) 922-4117
1039	Rocky Mount Area Association of REALTORS®, Inc. (U/E)	Rocky Mount	(919) 937-7181
1040	Wake Technical Community College (U/E)	Raleigh	(919) 662-3457
1041	High Point Regional Association of REALTORS® Inc (U)	High Point	(910) 889-8181
1042	Sandhills Community College (U/E)	Pinehurst	(910) 695-3769

Sponsor No.	Sponsor Name	Office Location	Telephone
1043	Brunswick Community College (U/E)	Supply	(910) 754-6900
1044	Charlotte Region Commercial Board of REALTORS® (E)	Charlotte	(704) 377-8982
1045	Lexington Board of REALTORS® (U)	Lexington	(704) 249-1742
1046	Wilmington Regional Association of REALTORS® (U/E)	Wilmington	(910) 762-7400
1047	Janus Institute (U/E)	Southbury, CT	(800) 505-2687
1049	Peggy H. Bivens (U)	Monroe	(704) 289-8946
1050	College of the Albemarle (U/E)	Elizabeth City	(919) 335-0821
1051	Educational Seminars, Inc. (E)	Cary	(919) 481-3942
1052	Real Estate, ETC. (U/E)	Cherryville	(704) 435-6176
1053	National Training Institute (U/E)	Raleigh	(800) 444-8954
1054	Prudential Carolinas Realty (U/E)	Charleston, SC	(803) 760-5656
1055	Stanly Community College (U/E)	Albemarle	(704) 982-0121
1056	Craven Community College (U/E)	New Bern	(919) 638-7289
1057	Randolph Community College (U/E)	Asheboro	(910) 629-1471
1058	Commercial Investment Real Estate Institute (E)	Chicago, IL	(312) 321-4473
1059	American Properties Real Estate School (U/E)	Jacksonville	(910) 577-5400
1060	Alamance Community College (U/E)	Burlington	(910) 229-0854
1061	REESI (U)	New Bern	(800) 638-2983
1063	Southeastern Community College (U/E)	Whiteville	(910) 642-7141
1065	Educational Services International (U/E)	Asheville	(704) 253-3335
1066	N.C. Academy of Real Estate (U/E)	Kill Devil Hills	(919) 441-4135
1067	Halifax Community College (U/E)	Weldon	(919) 536-7274
1070	Sikes Real Estate Training (U/E)	Rocky Mount	(919) 459-7859
1071	Robeson Community College (U/E)	Lumberton	(910) 738-7101
1072	Lenoir Community College (U/E)	Kinston	(919) 527-6223
1073	Robinson Real Estate School (U/E)	Morehead City	(919) 726-2011
1074	Wayne Community College (U/E)	Goldsboro	(919) 735-5151
1075	Surry Community College (U/E)	Dobson	(910) 386-8121
1076	Bladen Community College (U/E)	Dublin	(910) 862-2164
1077	Asheville-Buncombe Technical Community College (U/E)	Asheville	(704) 254-1921
1079	Laney School of Real Estate (U)	Wilmington	(910) 799-9660
1080	Western Piedmont Community College (U/E)	Morganton	(704) 438-6104
1081	Blue Ridge Community College (U/E)	Flat Rock	(704) 692-3572
1082	Central Carolina Community College - Harnet County (U/E)	Lillington	(910) 893-9101
1083	Whitaker & Associates (U)	Hendersonville	(704) 693-8899
1084	Dick Norwood Real Estate & Auction (U)	Albemarle	(704) 983-1560
1086	Carteret County Association of REALTORS®, Inc. (U)	Morehead City	(919) 247-6922
1087	Highlands-Cashiers Board of REALTORS®, Inc. (U)	Cashiers	(704) 743-5851
1088	Quality Residential Inspections, Inc. (E)	Raleigh	(919) 848-4833
1089	Gaston Association of REALTORS®, Inc. (U/E)	Gastonia	(704) 867-4826
1090	Fonville Morisey Center For Real Estate Studies (U/E)	Raleigh	(919) 781-7270
1091	Dan Mohr Real Estate Schools, Inc. (U/E)	Greensboro	(910) 274-9994
1092	Mayland Community College (U/E)	Spruce Pine	(704) 765-7351
1093	Rockingham Community College (U/E)	Wentworth	(910) 342-4261
1094	Sea Shore Real Estate Academy (E)	Wilmington	(910) 799-4387
1096	James Sprunt Community College (U/E)	Kenansville	(910) 296-2462
1097	Coastal Carolina Real Estate Academy (U/E)	Wilmington	(910) 791-1011
1098	Sunny Realty Educators (U/E)	Charlotte	(704) 342-3457
1099	Johnston Community College (U/E)	Smithfield	(919) 934-3051
1100	John Carroll Real Estate Education (U)	Asheville	(704) 254-7733

<u>Sponsor No.</u>	<u>Sponsor Name</u>	<u>Office Location</u>	<u>Telephone</u>
1101	McDowell Technical Community College (U/E)	Marion	(704) 652-6021
1102	Institute of Government (E)	Chapel Hill	(919) 966-5381
1104	Martin Community College (U/E)HMS of the Carolinas (U)	Windsor	(919) 794-4861
1105	HMS of the Carolinas (U)	Ft. Mill	(803) 548-1523
1106	Cleveland Community College (U)	Shelby	(704) 484-4063
1107	Mitchell Community College (U/E)	Statesville	(704) 878-3220
1108	Haywood Community College (U)	Clyde	(704) 627-4512
1109	Western Carolina University (U/E)	Cullowhee	(704) 227-7401
1110	Hodge, Steward & Company, P.A. (E)	Raleigh	(919) 872-0866
1112	N.C. Cooperative Extension Service - NCSU (E)	Fletcher	(704) 687-0570
1113	Patricia M. Ihnen, CPA (E)	Raleigh	(919) 848-8267
1114	Duvall Institute of Real Estate (U)	Franklin	(704) 524-2678
1116	Block Seminars (E)	Kernersville	(910) 993-3611
1117	Catawba Valley Community College (U/E)	Hickory	(704) 327-7006
1118	Piedmont Community College (U/E)	Roxboro	(910) 599-1181
1119	Richmond Community College (U)	Hamlet	(910) 582-7000
1120	Tri-County Community College (U/E)	Murphy	(704) 837-6810
1121	Birch Appraisal Group of Cary (E)	Cary	(919) 460-7993
1122	Home Check Systems (E)	Raleigh	(919) 571-2511
1123	Payton Warren (E)	Wilmington	(910) 392-4260
1124	National Business Institute (E)	Altoona, WI	(715) 835-8525
1125	Edgecombe Community College (U/E)	Rocky Mount	(919) 446-0436
1126	Pitt Community College (U/E)	Greenville	(919) 321-4388
1127	ECU School of Business (U/E)	Greenville	(919) 328-6377
1129	Institute of Real Estate Management (E)	Chicago, IL	(312) 329-6044
1131	Southwestern Community College (U)	Sylva	(704) 586-4091
1133	The Rutherford County Board of REALTORS® (E)	Rutherfordton	(704) 286-0910
1134	Royall & Co. R.E. School of Continuing Education (U)	Clemmons	(910) 766-5430
1135	RANCO (U/E)	Charlotte	(704) 377-7618
1136	The Allen Tate Company, Inc. (U/E)	Charlotte	(704) 344-1034
1138	Roanoke-Chowan Community College (U)	Ahoskie	(919) 332-5921
1139	John Woodmansee, The Home Inspector Co. (E)	Winston Salem	(910) 768-5992
1141	College of Real Estate, Inc. (U/E)	Columbia, SC	(803) 256-4663
1142	Wilson Technical Community College (U/E)	Wilson	(919) 291-1195
1143	Carteret Community College (U)	Morehead City	(919) 247-4448
1144	Coastal Carolina Community College (U/E)	Jacksonville	(910) 938-6294
1145	Asheville Radon & Environmental Consultants, Inc. (E)	Asheville	(704) 252-2577
1146	The BOMI Institute (E)	Arnold, MD	(410) 974-1410
1147	Real Estate Exchange Services (E)	Marietta, GA	(404) 579-1155
1148	Apartment Association of N.C. (E)	Charlotte	(704) 334-9511
1149	Carolina Power & Light Company (E)	Raleigh	(919) 546-6240
1151	Tryon-Polk County Board of REALTORS® (E)	Tryon	(704) 894-8882
1152	Chapel Hill Board of REALTORS® (E)	Chapel Hill	(919) 967-4032
1153	Jonathan Paul Dehart (E)	Raleigh	(919) 782-2540
1154	Sanford Board of REALTORS®, Inc. (E)	Sanford	(919) 774-6591
1155	Phillip Lewis, INK-Real Estate Education (U/E)	Jefferson	(910) 246-7455
1156	All Property Appraisal Corp. (E)	Raleigh	(919) 846-7555
1157	Appraisal Institute (E)	Chicago, IL	(312) 335-4100
1158	Quik 'N' Ezy Revues, Inc. (U)	Wilmington	(910) 799-5760

**The only continuing education courses sponsored by the Commission are Basic Trust Account Procedures and Trust Account Procedures for Resort Property Managers. [Note: For information regarding all other courses, please contact the course sponsors directly.]*

Answerline: Avoiding compensation disputes

By: **Blackwell M. Brogden, Jr.**
Chief Deputy Legal Counsel

Changing jobs in any profession can be an unpleasant experience. In the real estate business, this can be especially true when disputes arise over compensation after licensees leave firms with which they have been associated.

The Real Estate Commission frequently receives calls and complaints concerning compensation issues. However, the Commission is prohibited by law from setting compensation terms, or from arbitrating or resolving compensation disputes. Its role is limited to imposing disciplinary sanctions when it determines that real estate licensees have violated the Real Estate License Law or the Commission's rules in connection with a compensation dispute.

A review of some of the questions received by the Commission will illustrate the problems that can result from compensation disagreements between licensees.

Q. As a real estate broker affiliated with a firm, can I request my clients and closing attorneys to compensate me directly for my services rather than paying the firm?

A. Generally, because of its contract with the property owner or buyer, the *firm* providing brokerage services is entitled to payment at closing. Therefore, compensation checks should be made payable to the firm (or the firm owner in the case of sole proprietorships). Although a broker may be paid directly, a broker who receives compensation and fails to turn it over to the firm with which he or she is associated may be in

violation of the Real Estate License Law. Of course, a salesman can never be paid directly by a client or customer - only by the broker-in-charge of the office where the salesman works.

Q. May I arrange with the owner of the real estate firm with which I am associated for her to deduct and pay from my sales commissions certain business expenses that I incur?

A. Yes. Expenses such as trade association dues, errors and omissions insurance premiums, advertising bills and business card invoices may be allocated between you and your firm and paid directly from your commissions. However, without a written contract, disputes may arise about the allocation of these costs. Firms should also be aware that there have been cases where firm managers have been convicted of criminal offenses for using monies owed to their associates for unauthorized purposes.

Q. I have just terminated my association with a real estate firm. What happens to those pending transactions which I have been handling and will I be due any portion of the brokerage fee?

A. The fact that you procured a listing, buyer agency or management contract while associated with a firm does not entitle you to take the contract or client with you when you leave.

Likewise, you are not automatically entitled to compensation for services performed while you were associated with the firm: your compensation is based upon your agreement with the firm. While a *broker* may negotiate with the firm to take business, a *salesman* may not take business unless he or she has a new broker-in-charge. In that case, the salesman's new broker-in-charge may negotiate with the former broker for the transfer of business. The unauthorized "taking of existing business" by either a broker or a salesman may violate both civil law and the Real Estate License Law.

If you do not have an agreement with the firm allowing you to take business with you when you leave, the firm must complete the services that you were providing to your clients - including arranging for closing services and attending the closing meeting. You may not actively participate in any pending transaction without the firm's approval (and the approval and supervision of your new broker-in-charge if you are a salesman).

Of course, even with the agreement of your former firm, your clients may choose not to transfer their business to your new company. Remember too that although your *customers* (with

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When those homes come rolling in!

By Blackwell M. Brogden, Jr., Chief Deputy Legal Counsel

As a real estate licensee, you should have a general knowledge of manufactured housing (i.e., transportable structures used for dwellings, office-space, etc.). You should be familiar with basic construction methods and know the difference between manufactured *homes* and manufactured *buildings*. You should know the requirements for licensure to list, sell, and install manufactured housing, and should be aware that subdivision covenants and zoning codes may restrict or prohibit such structures on a property.

Manufactured or Stick-Built?

In the past, it was easy to distinguish "stick-built" structures (built on-site) from "manufactured" structures (built off-site and transported to the lot where they were installed). But today, due to new construction technologies and conflicting definitions in subdivision covenants and zoning codes, the determination of whether a property is "manufactured" or "stick-built" is not always clear.

The question is further complicated by owners or developers who combine elements of manufactured and stick-built structures. Some, for example, purchase off-site-built structures without exterior siding and then add brick or some other veneer; others assemble multiple manufactured units on site into a two-story building, or order a base unit and then "stick-build" a second floor.

Are the resulting structures stick-built or are they manufactured?

Manufactured Home vs. Manufactured Building

State and federal laws make an elementary distinction between a "manufactured home" and a "manufactured building." A manufactured *home* (formerly called a "mobile home") is designed and built on a permanent chassis even if more than one unit is required to make a complete home (e.g., a "double wide"). A manufactured *building* (also referred to as a "modular building" or a "modular home") is constructed in units at an off-site location and then transported to and assembled on the site.

Look for the label

Each manufactured home unit should have a serial number and a label permanently attached to it showing its compliance with *federal* standards. Likewise, any modular unit should have a serial number and label showing its compliance with the *State* building code.

Look for the labels near exterior doors or inside built-in cabinets. If you find a label, you will at least know that the structure is "manufactured." Furthermore, you should be able to determine more specifically whether it is a manufactured *home* or a [modular] *building*.

Licenses Required

Manufactured home builders are licensed and regulated by the Division of Motor Vehicles (which licenses

motor vehicle dealers and salesmen). Persons selling manufactured homes are separately licensed and regulated by the North Carolina Manufactured Housing Board.

Persons who install modular homes, regardless of the cost of the homes, must be licensed by the North Carolina Licensing Board for General Contractors. A General Contractor License also may be required when a unit built off-site is to be incorporated into on-site construction, depending upon the total cost of construction.

A real estate broker or salesman license is not required when selling a manufactured home or building which has not been affixed to real estate; however, in some cases, licensure may be required through the Division of Motor Vehicles and the Manufactured Housing Board. When a manufactured home or modular home becomes a part of real property (and the manufactured home's Certificate of Title has been canceled), a real estate license is required to list, sell, lease, etc. the home and land combination.

Subdivision Covenants

Subdivision covenants which restrict or prohibit manufactured homes have been in effect for many years. If properly drawn and recorded, they have been considered legally enforceable. On the other hand, North Carolina courts have recently ruled that modular homes are permitted in subdivisions where covenants bar manufactured homes. Of course,

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When those homes come rolling in!

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some subdivisions may have different language in their covenants that could prohibit all manufactured housing.

Subdivision covenants and local zoning codes restricting manufactured housing are now being challenged by the manufactured home industry. This issue is still undecided in the courts.

Caveat

When you are aware that a prospective purchaser is seeking vacant land on which to install any type of manufactured construction, or when you list or show an improved property where there is a question as to the type of its construction, you should exercise extreme care.

Look at the label to help you identify whether the structure is a manufactured home or a manufactured [modular] building. It will likely affect its appraised value and the amount, if any, a lender will lend on its purchase.

Contact the Department of Motor Vehicles, the North Carolina Manufactured Housing Board and the North Carolina Licensing Board for General Contractors to determine what licenses may be required before you sell or construct a manufactured home or building.

If an owner of a manufactured home or building wishes to locate it on a lot that you are offering for sale, check for subdivision covenants or zoning codes that prohibit manufactured housing.

Be careful to avoid making an inaccurate claim that a particular type of construction is present or permitted on the property; or you may be subject to disciplinary action by the Commission and possible civil liability. □

Answerline: Avoiding compensation disputes

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whom you and your firm have no agency agreements) are free to work with you or any other real estate agent, your former firm may have an employment contract or other agreement with you that prohibits you from taking the firm's customers with you when you leave.

Q. If the real estate firm with which I am affiliated owes me a commission but is unwilling to pay it, are there any "self-help" remedies available to me?

A. No. Even if you think you have a legitimate claim to compensation, you may not, for example, make unauthorized endorsements on checks or direct that payments be made directly to you rather than the firm. Such conduct may result in criminal or other penalties. In addition, if you have a contractual obligation to share commissions with the firm and you attempt to conceal or misrepresent any compensation that you have received, you risk violating the Real Estate License Law. Similarly, if you are leaving a firm and have a dispute with it over money due the firm from you, the firm may not engage in the "self-help" remedy of retaining your license certificate until you have paid the disputed funds. The license certificate belongs to you and must be returned to you by the firm when you leave.

Q. If my firm has gone out of business, may I have commissions paid directly to me and keep them?

A. Even if a firm has closed its doors, it is normally still entitled to the benefits of its contracts and the work it has performed. Commissions should therefore be paid to the firm or its principals for disbursement in accordance with the agreement between you and the firm. IF the firm is in the hands of a third party such as a bankruptcy trustee, receiver or personal representative, you should promptly seek legal assistance in filing a claim with the court handling the matter for any compensation due.

Q. What can I do to avoid compensation disputes with my firm?

A. At the outset of your association with a firm, enter into a written agreement with your employing firm that fully addresses all foreseeable issues that are in the real estate brokerage business - such as allocation of expenses, method of computing monies earned or owed, timetable for payment, and payment of compensation for any transactions pending at the termination of your relationship. If you do not have a written contract with your firm addressing these issues and stating when and how much you will be compensated, your compensation is in the firm's discretion. This discretion should be exercised by the firm in a consistent and reasonable manner, but if you cannot reach a satisfactory agreement in the event of a dispute, these issues must be resolved in court. □

Disciplinary action

Penalties for violations of the Real Estate License Law and Commission Rules vary depending upon the particular facts and circumstances present in each case. Due to space limitations in the Bulletin, a complete description of such facts cannot be reported in the following Disciplinary Action summaries.

ROBERT M. ALWINE (Hayesville) - By Consent, the Commission suspended Mr. Alwine's broker license for six months effective March 8, 1995. One month of the suspension is to be active and the remaining period stayed for a probationary term of five months. The Commission found that after agreeing to assist in the marketing of a lot, Mr. Alwine had not listed the lot with the local MLS for approximately six weeks. The Commission further found that Mr. Alwine had signed the lot owner's name to a listing contract without the owner's knowledge or consent.

JOSEPH R. BALAK, JR. (Raleigh) - The Commission reprimanded Mr. Balak effective January 24, 1995. The Commission found that Mr. Balak, acting through his corporation, had contracted to purchase a residential property, and wrote a deposit check to the seller which was returned unpaid by the bank because it was drawn on a closed account. The Commission further found that Mr. Balak had failed to make his dishonored check good or to pay for other losses after promising to do so.

MARVIN D. BEARD (Nags Head) - By Consent, the Commission reprimanded Mr. Beard effective March 8, 1995. The Commission found that Mr. Beard, in brokerage transactions, had provided contract forms which did not comply with Commission Rules and which contained unauthorized changes to the REALTOR®/Bar Association form contract.

BEARD'S TIME SHARE RENTALS, INC. (Nags Head) - By Consent, the

Commission reprimanded Beard's Time Share Rentals, Inc. effective March 8, 1995. The Commission found that Beard's Time Share Rentals, Inc., in brokerage transactions, had provided contract forms which did not comply with Commission Rules and which contained unauthorized changes to the REALTOR®/Bar Association form contract.

CHARLES EARL COKER (Pinetops) - By Consent, the Commission suspended Mr. Coker's broker license for one year effective April 1, 1995. The Commission then stayed the suspension for a probationary term of one year. The Commission found that Mr. Coker, as trustee on behalf of a client, had overpaid himself from the trust, had purchased items of personal property from his wife and daughter on behalf of the trust, and had failed to purchase a bond as required by the trust agreement. The Commission noted that Mr. Coker subsequently repaid the funds to the trust. The Commission further found that Mr. Coker had failed to maintain a running balance in the check register for the real estate brokerage trust account, to balance ledgers with bank statements, and had allowed an overage to occur in his trust account. The Commission noted that Mr. Coker subsequently corrected the overage as well as his trust account recordkeeping.

MARIE C. HINTON (Fayetteville) - By Consent, the Commission reprimanded Ms. Hinton effective March 15, 1995. The Commission granted her company's pending application for a corporate broker license. The Commission found that Ms. Hinton had formed and operated a brokerage corporation without obtaining a license for it. The Commission further found that Ms. Hinton had permitted an inactive salesman to engage in brokerage activities by failing, when the salesman affiliated with her firm, to submit to the Commission the required "supervision of salesman notification form."

WILLIE A. HUDSON (Raleigh) - The Commission revoked Mr. Hudson's broker license effective March 31, 1995. The Commission found that Mr. Hudson had been convicted of the criminal offense of assault with a deadly weapon with intent to inflict serious injury.

DEBORAH R. HUGHSTON (Matthews) - By Consent, the Commission suspended Ms. Hughston's broker license for two years effective June 1, 1995. The Commission then stayed the suspension for a probationary term of two years. The Commission found that Ms. Hughston, while designated as principal broker and broker-in-charge of a licensed real estate corporation, had contracted with the corporation to review only the tenant security deposit escrow account and had failed to examine any records of rents collected by the corporation. The Commission further found that Ms. Hughston had allowed the unlicensed corporate officers and employees to solicit rental management contracts and to rent real property without her supervision. The Commission noted that Ms. Hughston had cooperated with the Commission's investigation.

EVONDA K. JOHNSON (High Point) - The Commission accepted the voluntary surrender of Ms. Johnson's broker license for five years effective March 15, 1995. The Commission dismissed without prejudice charges that Ms. Johnson had violated the Real Estate License Law with regard to funds received in real estate transactions.

STACY L. JOHNSON (High Point) - The Commission accepted the voluntary surrender of Mr. Johnson's broker license for five years effective March 15, 1995. The Commission dismissed without prejudice charges that Mr. Johnson had violated the Real Estate License Law with regard to funds received in real estate transactions.

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Disciplinary action

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JOHN B. MATLOCK (Jacksonville) - By Consent, the Commission reprimanded Mr. Matlock effective February 10, 1995. The Commission found that Mr. Matlock, while employed by a developer and builder of new residential homes, had allowed an inactive salesman who was under his supervision to contract in the salesman's name for a brokerage commission.

SAMUEL RAY MCHAN (Murphy) - The Commission revoked Mr. McHan's broker license effective February 7, 1995. The Commission found that Mr. McHan had been convicted of a number of criminal offenses including conspiracy to commit arson, damage to property by means of fire and explosives, and transportation of stolen goods in interstate commerce.

JOHN A. MCPHAUL, III (Chapel Hill) - By Consent, the Commission suspended Mr. McPhaul's broker license for two years effective February 10, 1995. Ninety days of the suspension are to be active and the remaining period stayed for a probationary term of two years. The Commission found that Mr. McPhaul, as a residential property manager, had failed to deposit escrow funds in a trust or escrow account, had commingled trust monies with his own funds, and had failed to maintain adequate trust account records. The Commission noted that Mr. McPhaul had cooperated with the Commission's auditor and subsequently took steps to bring his trust accounting practices into conformity with the requirements of the License Law and Commission rules, and that no one had suffered financial loss as a result of his conduct.

MAXINE C. MORROW (Lincolnton) - By Consent, the Commission reprimanded Ms. Morrow effective February 10, 1995. The Commission found that Ms. Morrow had failed to activate the license of a salesman under her supervision by failing to notify the Commission in writing that she was his broker-in-charge.

WILLIAM H. OWENS (Charlotte) - By Consent, the Commission reprimanded Mr. Owens effective March

8, 1995. The Commission found that Mr. Owens had introduced property owners, for whom he had listed property for sale, to a person who was unlawfully acting as a rental broker and whom Mr. Owens should have discovered and disclosed was unlicensed. The unlicensed property manager converted rental funds and security deposits.

PROPERTY RESOURCES OF AMERICA (Pineville) - By Consent, the Commission revoked the corporate real estate broker license of Property Resources of America effective February 10, 1995. The Commission found that the unlicensed president and employees of Property Resources of America had solicited rental management contracts and directed the corporation's rental business without the supervision of the designated broker-in-charge. The Commission further found that the unlicensed president had pled guilty to embezzlement of condominium association funds. The Commission further found that after the broker-in-charge had left the corporation, Property Resources of America had continued to engage in rental management.

MARY D. SMITHER (Raleigh) - By Consent, the Commission suspended Ms. Smither's salesman license for

60 days effective February 9, 1995. The Commission then stayed the suspension for a probationary term of 60 days. The Commission found that Ms. Smither had failed to adequately disclose certain material facts to the buyers of property which she had listed for sale in a single-family subdivision; i.e., the pending annexation of the property into the city and the construction of a multi-family housing project one block away from the property.

DAVID R. SPITTLE (Denver) - By Consent, the Commission reprimanded Mr. Spittle effective March 2, 1995. The Commission found that Mr. Spittle had handled three real estate transactions while his salesman license was on inactive status.

ALI FAYE WATTS (Raleigh) - By Consent, the Commission reprimanded Ms. Watts effective March 15, 1995. The Commission found that having relied on an illegible copy of a subdivision map, Ms. Watts had misrepresented the size of a residential lot in the subdivision when she listed the lot with the MLS. The Commission noted that Ms. Watts' actions did not appear to be willful or motivated by any personal or financial gain and did not result in any monetary damage to the purchaser of the lot. □

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