



THE DIVISION OF REAL ESTATE REVIEW

IDFPR

Quarterly Newsletter

Illinois Department of Financial and Professional Regulation



SUMMER 2023

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LETTER FROM THE DIRECTOR

Greetings from the Division of Real Estate!

This spring was busy in the Division of Real Estate. Our staff set aside time to sit down in both the Springfield and Chicago offices to engage in a “team reset.” We focused on each other as individuals and as a team, discovered our leadership strengths, and built on improving our communication, systems, and processes. We set and reset goals and identified the paths to achieving them. Our mission is to leave this Division in a better place than how we found it, and I’m confident we are headed in the right direction!



I hope to make this reflective practice a more regular occurrence. As we find ourselves in the midst of summer, the interaction, optimism, energy, and confidence that has been reignited will serve us well as we head toward a new year. Coming out of the remote working times, reconnecting with each other and the public whom we serve, is both refreshing and inspiring to us.

In this edition, you will see some of the important work that has already been accomplished and how much the Division of Real Estate is committed to improving both internally and externally.

Enjoy the read!

Sincerely,

Laurie Murphy
Director, Division of Real Estate

NEW COMMUNITY ASSOCIATION MANAGEMENT RULES TAKE EFFECT

Adrienne Levatino
Associate General Counsel



New administrative Rules governing Community Association Managers and Community Association Management Firms ([68 Ill. Adm. Code 1445](#)) became effective **June 2, 2023**. The new Rules represent a major overhaul to the prior Rules, which were adopted in October 2011.

The Rule:

- (1) Requires community association management firms engaging in the business in Illinois, regardless of when they were formed, to be licensed;
- (2) Establishes the requirements and curriculum for continuing education;
- (3) Sets forth the process for the Division's approval of continuing education providers, also known as education sponsors, and their courses;
- (4) Defines the term "supervision" and how it applies to designated community association managers of firms;
- (5) Articulates requirements for the insurance coverage required of designated community association managers or community association management firms; and
- (6) Provides additional grounds for discipline to ensure the protection of the public and to maintain the integrity of the profession.

What are the requirements for a Community Association Management Firm to operate in Illinois?

Community association management firms must be authorized to conduct business in the State of Illinois through the Secretary of State, apply to the Department on forms provided, and pay a non-refundable fee in the amount of \$650.00 to become licensed.

A person applying for a community association management firm license must also provide evidence that the community association management firm has a licensed and designated community association manager. (Section 1445.35)

Community Association Management Firm licenses have a two-year term. Every Community Association Management Firm license will expire on August 31 of odd-numbered years. Licenses first issued in 2023 will expire August 31, 2025. The renewal fee for a Community Association Management Firm license is \$650.00 for a two-year term. (Section 1445.70)

For more information on Community Association Firms, visit our Frequently Asked Questions ("FAQs") [here](#).

What are the requirements of a Designated Community Association Manager for a firm?

A designated community association manager (“DCAM”) must be a licensed community association manager. No community association manager may be the DCAM for more than one community association management firm, and the firm must only have one DCAM.

A DCAM must:

- (1) Have an ownership interest in or is employed by a community association management firm to act as a controlling person; and
- (2) Be the authorized signatory for the firm on community association accounts; and
- (3) Supervise, manage, and be responsible for the firm’s community association manager activities.

The DCAM is responsible for managing and supervising all licensed and unlicensed employees acting on behalf of a community association management firm.

“Supervision” includes:

- (1) Implementing and communicating office policies and procedures;
- (2) Training of licensees and unlicensed employees;
- (3) Supervising those association accounts over which the Community Association Management Firm has delegated responsibility to the DCAM;
- (4) Supervising all advertising or any community association management service;
- (5) Training licensees on the requirements of federal, State, and local laws relating to the practice of community association management; and
- (6) Overseeing compliance with the Rules by licensees and offices under their supervision.
(Section 1445.110)

What are the continuing education requirements?

Beginning with the renewal period ending **August 31, 2025**, each Community Association Manager must complete **12 credit hours** of continuing education (“CE”) for each renewal period.

CE credit may be earned for verified attendance at or participation in a course offered by an approved CE sponsor that is as follows:

- (1) Community Association Managers International Certification Board (“CAMICB”);
- (2) Community Associations Institute (“CAI”);
- (3) Apartment Building Owners and Managers Association (“ABOMA”);
- (4) Institute of Real Estate Managers (“IREM”);
- (5) Association of Condominium, Townhouse and Homeowners Associations (“ACTHA”);
- (6) Any Illinois-accredited school, college, or university; and
- (7) Any Illinois-approved education sponsor offering courses relating to the curriculum set forth in the Rule.

Courses may be offered through distance education, an interactive delivery method, or a webinar. (Section 1445.200)

What about insurance?

The Rules provide that, in order for a DCAM or the Community Association Management Firm that employs them to have access to or disburse community association funds, there must be fidelity insurance in place to insure against loss of theft of community association funds.

The fidelity insurance must be in the maximum amount of coverage available to protect funds in the control of the DCAM or the Community Association Management Firm providing services to the association. It must cover the DCAM, the firm, all community association managers, partners, officers, employees, officers, directors, and employees of the Community Association Management Firm.

The DCAM or their Firm must also obtain general liability and errors and omissions insurance to cover any losses or claims against a Community Association Manager, the DCAM, or the Firm. (Section 1445.105)

Are there any new grounds for discipline?

The Rules add grounds for discipline intended to enhance the protection of the public and the professionalism of Community Association Managers and Firms.

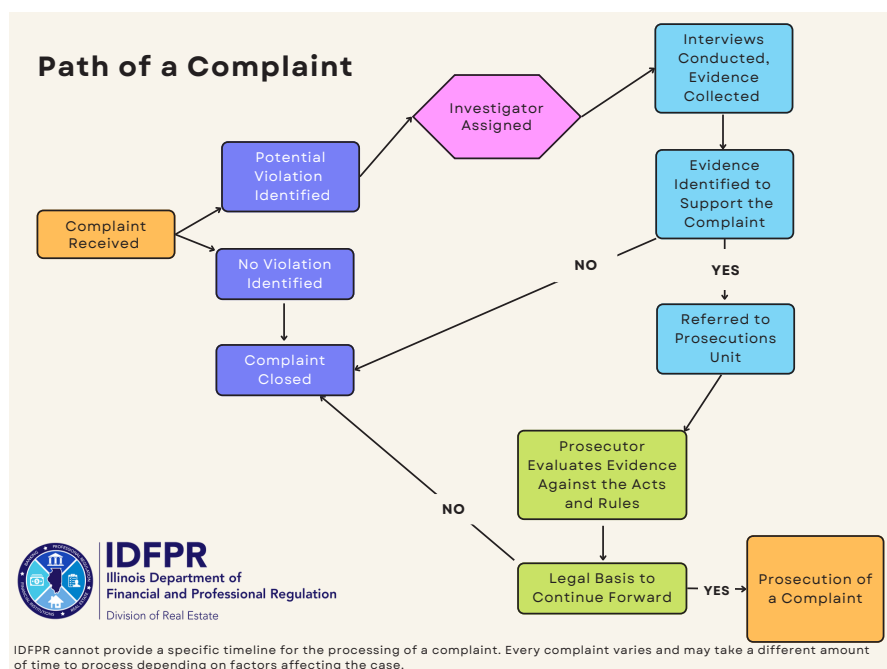
Among them are:

- (1) Failing to disclose any affiliation agreements, including their terms, which are binding on a client association;
- (2) Failing to return to a community association all original records that are the property of the community association within 30 days following termination of a management agreement or other contract;
- (3) Charging fees not disclosed to a community association at the time of execution, amendment to, or renewal of, a management agreement or other contract; and
- (4) converting, diverting, or expending funds from a community association account without written authorization other than to pay expenses incurred by or on behalf of the community association. (Section 1445.300)

THE COMPLAINT PROCESS

Karen Konstant helps run the Complaint Intake Unit for the Division of Real Estate. We receive and review complaints for the professions of: appraisal, appraisal management companies, auction, community association management, home inspection, and real estate brokerage. Karen breaks down the complaint process so that you or a client can better understand the process should a potential violation arise.

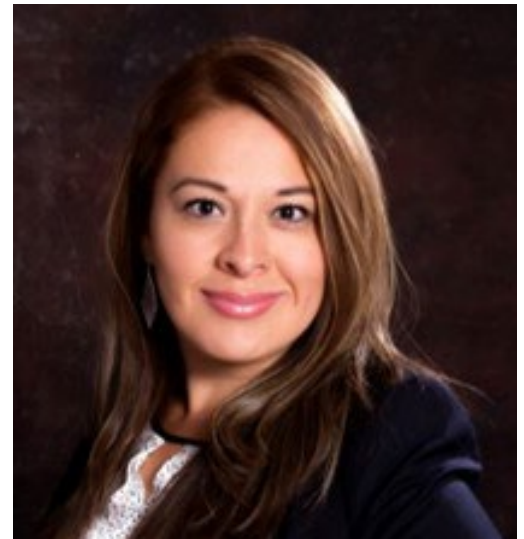
- Complaints are received from individuals via mail, email, and referred from other entities or state agencies.
- Complaints are reviewed and analyzed.
- Complaints that fail to set forth a violation, are outside of our jurisdiction, have gone past the statute of limitations, or involve individuals/entities that we do not regulate are closed at complaint intake.
- Complaints that pass an initial review are referred to our Real Estate Investigations Unit.
- Complaints are processed and sent to the Investigations unit in a timely and expeditious manner. Complainants will receive an acknowledgement letter citing a complaint number for future reference along with the infographic below outlining the complaint process.



- Common complaint allegations received by the Division of Real Estate are: failure to return escrow monies, unprofessional conduct, failure to account for money of others, breach of agency duty, unlicensed practice, misrepresentation and advertising issues, and failures surrounding disclosures.

REAL ESTATE BROKERS: IS IT POSSIBLE TO ENGAGE IN UNLICENSED PRACTICE EVEN IF YOU HAVE A LICENSE?

Monica Gutierrez
Chief of Examinations and Boards and Complaints
for Real Estate and CAM



Is it possible to engage in unlicensed practice even if you have a license? The answer is yes. The most common way for this to happen is during renewal time. If a licensee fails to renew by the expiration of their license, and continues to engage in real estate activities, they would be considered conducting unlicensed practice by the Department.

Since license renewals take place during the busy Spring market, we commonly see licensees who unintentionally allow their license to lapse during the renewal period but continue to conduct real estate transactions and offer real estate services. Practicing or offering to practice on an expired or inactive license constitutes unlicensed practice and grounds for discipline pursuant to Section 20-20 of the Real Estate License Act of 2000. Violating this provision could lead to discipline, including fines, fees, reprimand, suspension, or even revocation of your license based on the severity of the violation, all of which can be easily avoided by renewing your license on time.

The second most common way for a licensee to engage in unlicensed practice is by not being sponsored. Residential Leasing Agents and Brokers must be sponsored in order to engage in licensed activities. This also applies to Managing Brokers who are not self-sponsored. Making sure you are always sponsored while engaging in real estate licensed activities is key to avoiding unlicensed practice. This is especially important when transferring from one sponsoring broker to another.

Designated Managing Brokers should also ensure that sponsoring brokers are not engaging in real estate activities if the sponsoring brokerage license is expired or not renewed. A sponsoring brokerage license which becomes inactive or expired automatically renders the licenses of their sponsored licensees inactive. Allowing your brokers to continue to practice real estate in such a situation would be considered aiding and abetting the unlicensed practice of real estate.

The unlicensed practice of real estate is not only prohibited for individuals and entities who have allowed their license to lapse, but also for individuals and entities that have never been licensed in the State of Illinois under the Real Estate Act of 2000. A copy of the Act and the Rules can be found on our website at www.idfpr.illinois.gov. Real Estate licenses have a two-year term and expire on:

- Residential Leasing Agents July 31 of even years
- Brokers April 30 of even years
- Managing Brokers April 30 of odd years
- Sponsoring Broker Entities October 31 of even years

ARE ALL HOME INSPECTION BUSINESSES REQUIRED TO BE LICENSED?

Elliot Dubin
Staff Prosecutor



Home inspections are an important part of the real estate industry. These inspections can be vital to buyers in making informed real estate purchasing decisions. One area that sometimes becomes cloudy with our licensees is whether their home inspection business also needs a license.

The Home Inspector License Act (225 ILCS 441) specifically addresses this issue. Under Section 5-5(a) in which it states in part:

“It is unlawful for any person, including any entity, to act or assume to act as a home inspector, to engage in the business of home inspection, to develop a home inspection report, to practice as a home inspector, or to advertise or hold oneself out to be a home inspector without a home inspector license issued under this Act.”

However, there is an exception for all home inspector entities where the only home inspector for the entity is the sole owner of the company. In such cases the entity does not need a license, however the entity is not prohibited from obtaining one if they so choose.

This exemption regarding this is stated in section 5-5(d) of the Act:

“The licensing of home inspector entities required under this Act does not apply to an entity whose ownership structure is one licensed home inspector operating a sole proprietorship, a single member limited liability company, or a single shareholder corporation, and that home inspector is the only licensed home inspector performing inspections on the entity’s behalf. The licensed home inspector who is the sole proprietor, sole shareholder, or single member of the company or entity shall comply with all other provisions of this Act.”

Another issue that often goes hand in hand with this one involves the business’s name. “If a licensee operates under any name other than that appearing on his or her license, he or she shall submit to the Division a certified copy of his or her registration under the Assumed Business Name Act [805 ILCS 405] at the time of application or within 30 days after the registration.”

In short, planning ahead for business needs as a sole proprietor can sometimes mean having the business entity licensed with the Department which allows for the hiring of other inspectors should the need arise. As a reminder, if the home inspector is the sole owner and inspector, the entity license exemption applies. Also remember that if a sole proprietor is operating a business under a name other than the name on their license, the business name must be registered with the Department.

VIRTUAL OFFICES

Jeremy Reed
Chief of Licensing and Education



After becoming the first state to recognize and register virtual offices for real estate brokerages, the Division of Real Estate has issued more than 30 Virtual Office licenses to actively licensed sponsoring brokers.

So, what is a virtual office?

The Administrative Rules [Section 1450.610](#) defines it as: “an office from which real estate brokerage services are provided, without a dedicated office space or fixed physical location, under the supervision of the designated managing broker, and that is owned, controlled, operated or maintained by a licensee...”

Okay, but what does that mean?

In simple terms it is a designation that allows the holder to operate in Illinois without a physical, bricks and mortar location. As the real estate profession is constantly evolving, the Division of Real Estate saw an opportunity to set a statutory path to allow for the real estate profession to conduct business in a virtual platform. The virtual office option is aimed at real estate operations of all sizes. Whether it be a one-person shop, or a firm with numerous sponsored licensees, the virtual office is available.

I'm sold, what do I need to do?

First step is to hold a sponsoring broker license. That includes all types of entity formations, from self-sponsored managing brokers to licensed entities. After that is accomplished, the [registration](#) is where you will document and provide the details of the proposed online system or platform. That application is then submitted by email to fpr.realestate@illinois.gov.

How do I set up the system or platform?

An excellent question, but one we cannot answer for you. The biggest hint, after reviewing dozens of applications, is to be sure your online or digital platform includes ALL tools needed to conduct real estate transactions. The virtual office setup should mirror a physical office with the only difference being there is no “bricks and mortar” location.

There should be a digital platform, most commonly in the form of a website, where consumers may search listings, review sponsored licensees, ask questions, and offer real estate services. From there, a secure back-office should be accessible for the sponsoring broker's staff. This area also holds escrow documents (if applicable), contract documents, and anything else needed to successfully coordinate and process real estate transactions.

All of this should be accessible from the digital platform so that any involved party has the tools needed to complete the transaction without having to conduct business from a physical office. There are many options out on the market, and while we cannot specifically recommend any of them individually, an online search is a good place to start.

Got it, how long does it take to obtain the license?

That depends on you! Most are issued within 2-4 weeks depending on any deficiencies found. Currently, I, Chief of Licensing and Education, Jeremy Reed have been personally reviewing the incoming applications. The best results have been from applicants who are willing to work collaboratively with our unit and address deficiencies found upon review. It is recommended that any interested party review [Section 1450.610](#) and strive to meet the requirements listed in [1450.610\(d\)](#).

Is the Virtual Office the right tool for you or your firm?

It could be, but please understand the requirements to obtain the license are more than just creating a website. The platform must meet all the requirements to operate an office under the Act which includes all the tools needed, for consumers, sponsored licensees, and staff. Still have questions? Contact us at fpr.realestate@illinois.gov or visit our [YouTube](#) page or [Virtual Offices F.A.Q.](#) where we have posted videos explaining the process!

EVENTS



The Illinois Realtor of the Year Award Gala took place in Springfield on April 24. Secretary, Mario Treto Jr., Director Laurie Murphy, Chief of Licensing and Education Jeremy Reed, and several Division of Real Estate board members were in attendance to celebrate this year’s recipient, Zeke Morris.

This year’s mid-year conference of the Association of Real Estate License Law Officials (“ARELLO”) was held April 26-28 in Boston, MA. Secretary Mario Treto, Jr., Director Laurie Murphy, and Deputy Director Ericka Johnson attended the conference which focuses on providing resource materials, trainings, certification programs, and facilitating collaboration around best practices in real estate regulation.



Chief of Licensing and Education Jeremy Reed and Operations Manager Jennifer Rossiter Moreno attended the Heartland Realtors Organization Expo sharing regulatory information and answering questions for licensees. The event was held on May 5 in Crystal Lake.

EVENTS *(continued from page 11)*

The Association of Appraiser Regulatory Officials (“AARO”) Spring Conference took place May 9-11. AARO is the only national non-profit association solely dedicated to advocating for the 55 member states and jurisdictions who are mandated by Congress to have appraisal regulatory agencies. In addition to actively participating in all aspects of the conference, both Director Laurie Murphy and Deputy Director Ericka Johnson completed an extra training earning achievement certificates.



From Left to Right: Deputy Director Ericka Johnson, AZ Investigator Kelly Luteijn, CA Executive Director Angela Jemmott, and Director Laurie Murphy.



A team from the Division of Real Estate represented IDFPR at this year’s Illinois REALTORS® Spring Conference in Collinsville on May 23 and 24! Director Laurie Murphy, Chief of Licensing and Education Jeremy Reed, Chief of Boards and Complaints Monica Gutierrez, Examiner Billie Phillips, and Sue Pickett from the Licensing Section attended the two-day conference where they were able to answer licensee questions and assist with any licensing issues in real time. Thank you for having us, Illinois REALTORS®!



EVENTS *(continued from page 12)*

On the evening of May 24, in Beverly Chicago, Illinois, Deputy Director Ericka Johnson attended a celebration honoring Mr. Frank J. Williams for being awarded the 2023 National Association of Realtors® Fair Housing Champion award. Several Division of Real Estate board members were also in attendance including appraisal board members Cecelia Marlow and Chris Posey.



The Illinois Realtors® Association Instructor Advancement Training on June 1 featured Chief of Licensing and Education Jeremy Reed and Chief of Boards and Complaints Monica Gutierrez who presented on insights and updates about the Division of Real Estate, with a focus on licensing and education.



The Association of Illinois Real Estate Educators (“AIREE”) welcomed Director Laurie Murphy and Chief of Education Jeremy Reed on June 9 to their Instructor Training Conference. Nate Chandler from the Licensing and Education unit was also in attendance. The Director and Chief shared information and exchanged ideas with association members, which includes licensed education providers and licensed real estate instructors.



Monthly Connect
Friday June 9th, 2023
5.30pm – 7.30pm
 2400 E Devon Ave, Ste. 247, Des Plaines, IL 60018

RSVP Support@ASARPHome.com or Shukla_h_p@yahoo.com

Networking

Sessions

Dinner

Lynn Madison
 Nation's Finest Real Estate Trainer/ Coach
Subject: Legal and Professional Updates

Laurie Murphy
 Director, IDEFR (Real Estate Division)
Subject: IDEFR Updates and New Vision

Kate Sax
 VP, MainStreet Organization
Subject: MainStreet Updates

Ranjit Singh
 Consul (CGO, Press, Information & Culture) to Chicago
Special Guest

ASARP Executive Board
 Pradeep B Shukla (Chairman) | Shirin Marvi (President) | Al Haroon Hussain (Past President)
 Anup Patel | Bimal M. Pandhi | Kamal N Patel | Marsha Collins | Rakesh Patel | Sunita Kakarlapudi | T. Paul S Chawla | T.R. Vishwanathan | Vasanti Bhatt
Advisors & Board
 Sunil Shah | Anil Loomba | Jayesh Patel | Ajeet Singh | Ayres Dcunha (NY) | Bhaalabhai M Patel | Catherine Terpetra | Dan Wagner | Hiten Gardi | Nick Verma | Nirav Patel | Stuart Dorf

Also on June 9, Director Laurie Murphy was invited to attend a meeting of the Association of South Asian Real Estate Professionals (“ASARP”). She presented legal and professional updates from the Division of Real Estate.



On June 27, Deputy Director Ericka Johnson and Appraisal Board member Cecelia Marlow attended the Huntington Bank Diversity, Equity, and Inclusion: Building Wealth and Empowering Homeowners Summit. Panels focused on housing equity, community investment and advocacy, and understanding the appraisal process and increasing appraiser diversity. Deputy Johnson and Ms. Marlow are pictured with two graduates of the Appraiser Diversity Initiative, Marcus Wright and Bri Bridges, who are both currently associate appraiser trainees.



Employee Spotlight: Hector Rodriguez

Can you start by telling us a bit about yourself and your role in IDFPR?

I began employment with the Illinois Department of Financial and Professional Regulation on August 1, 2012. As Chief of Investigations for the Division of Real Estate, I direct, develop, and implement a statewide comprehensive investigation program geared toward enforcement of the Illinois Real Estate License Act of 2000, the Real Estate Appraiser Licensing Act of 2002, the Auction Licensing Act, the Home Inspector Act, the Community Association Manager License and Disciplinary Act, and the Appraisal Management Company Registration Act. I help develop and implement policies & procedures defining disciplinary case review and referral, ensuring that investigative procedures are in accordance with applicable laws, rules, and regulations.

What does the Chief of Investigations unit do?

I serve as a full-time supervisor assigning and reviewing work, providing guidance and training to assigned staff, and counseling staff regarding work performance. I also respond to inquiries from complainants, respondents, and members of the general public.

What is something you are proud to have accomplished at IDFPR?

I am particularly proud of helping the Division of Real Estate's Appraisal Unit improve compliance with federal regulation and the requirements of the Appraisal Subcommittee of the Federal Financial Institutions Examination Council ("ASC").

What is a personal accomplishment you're proud of?

I am actually very pleased with two personal accomplishments in particular: Being a graduate of the 188th Session of the FBI National Academy, Quantico Virginia, and being sworn to the Bar of the Supreme Court of the United States of America.

Tell us about a moment/turning point in your life that you learned/grew from?

The importance of family, duty, and loyalty was reinforced in me while serving as a caregiver for my elderly infirm parents in the autumn of their lives.

What are some other jobs/positions you've held or pursued?

Outside of my duties with the State, I currently serve as an Arbitrator in the Cook County Mandatory Arbitration Program of the Circuit Court.

I also serve as a member of the Board of Directors at the "New Roseland Community Hospital."

Prior to joining IDFPR, I served as a commander in the Chicago Police Department ("CPD") leading various units. As Commander of Management & Labor Affairs, I represented the CPD during negotiation of collective bargaining agreements with various labor organizations and at arbitration proceedings and hearings.



Hector Rodriguez
Chief of Investigations

As Commander of the CPD Internal Affairs Division, I was responsible for directing and coordinating investigations of alleged officer misconduct or corruption. I was subsequently assigned to the Bureau of Detectives overseeing approximately two hundred detectives investigating homicides and property crimes on the west side of Chicago. In 2009, I became Commander of the Vice Control Division in the Bureau of Organized Crime, where I was responsible for the city-wide investigation of licensed business establishments, solicitation, human trafficking, and illegal gambling. During my time in the Bureau of Organized Crime, I was federally deputized to represent the CPD on the "FBI Crimes against Children Human Trafficking Task Force." My last assignment with the CPD was as Commander of the 025th District (Grand and Central) overseeing approximately three hundred and twenty police personnel.

Summer is coming, what are some of your favorite summer activities?

When summer arrives, I look forward to enjoying time at the family lake house in Michigan where I can swim, fish, and lunch on the pontoon boat.

What hobby/special interest/talent do you have that we be surprised about?

I enjoy musical instruments, particularly the guitar, piano, and clarinet. However, I have not yet mastered any of them. I am also fascinated by foreign languages and the origin of words.

SCHOLARSHIP PROGRAM

IDFPR's Diversity Real Estate Scholarship Program awards 60 diversity scholarships every year. This scholarship program is administered through the Illinois Real Estate Educational Foundation and awards sixty \$500 scholarships to Illinois residents of diverse racial origin pursuing courses of study that will prepare them for careers in real estate or enhance the skills and knowledge that they currently use as real estate professionals.

For more information and how to apply click: [Illinois Diversity Real Estate Scholarship Program](#)

DRE BOARD OPENINGS

We are always looking for new board member candidates! It is imperative we maintain a pipeline of potential board member candidates as terms expire and/or vacancies must be filled.

If you or someone you know might be interested in serving on a Board, please have them email Jennifer Rossiter Moreno at Jennifer.RossiterMoreno@illinois.gov.

Renewal Deadlines!

- Community Association Manager
8/31/2023
- Certified Residential Real Estate Appraiser
9/30/2023
- Certified General Real Estate Appraiser
9/30/2023
- Associate Real Estate Trainee Appraiser
9/30/2023
- Licensed Auction CE School
12/31/2023
- Auction CE Course
12/31/2023
- Home Inspector Education Provider
12/31/2023
- Home Inspector Pre-license Course
12/31/2023
- Home Inspector CE Course
12/31/2023

CHRIS POSEY: NEW BOARD MEMBER FOR THE REAL ESTATE APPRAISAL ADMINISTRATION AND DISCIPLINARY BOARD



The Division of Real Estate welcomes new Appraisal Administration and Disciplinary Board member, Christopher (Chris) Posey. We are thrilled to have Chris' expertise on the Board.

Chris began his career as a Certified Residential Real Estate Appraiser in 2005 while also working in the banking profession on the treasury/cash management side. Originally pursued as a side business, CJP Appraisal Services LLC continued to grow, eventually allowing Chris to leave the banking profession in 2021 to focus his energy strictly on the real estate profession. His experience is performing residential real estate valuation services for lenders and private/non-lender work, as well as performing commercial valuation services by partnering with a Certified General Real Estate Appraiser.

Chris is a graduate of Southern Illinois University at Carbondale with a bachelor's degree in marketing (May 1997) and a Master's degree in Business Administration. He is married to his college sweetheart (Latasha). They have two children (Devani - 25 years old; Ryan - 16 years old). In his spare time for fun, he likes to hit the weights at the gym.

QUARTERLY ENFORCEMENT REPORT

REAL ESTATE DIVISION ENFORCEMENTS MARCH & APRIL 2023

To access our Enforcement Reports in their entirety, please visit the IDFPD Consolidated Reports webpage at <https://idfpr.illinois.gov/news/disciplines/discreports.html>.

UNLICENSED

One individual was ordered to cease and desist from engaging in auction firm activities that require a license in Illinois under the Auction License Act

An individual was ordered to cease and desist engaging in any community association manager activities in Illinois without a license and assessed a civil penalty of \$1,000 for the unlicensed practice of community association management.

Two individuals were ordered to cease and desist engaging in any community association manager activities in Illinois without a license and assessed a civil penalty of \$500 for engaging in the unlicensed practice of community association management.

Three individuals were ordered to cease and desist the unlicensed practice of real estate.

APPRAISAL

A certified residential real estate appraiser license was reprimanded, and the licensee was ordered to complete a class for making errors and omissions that led to the communication of a misleading appraisal report.

A certified residential real estate appraiser license was suspended for failure to file and/or pay Illinois state income taxes.

AUCTION

An auction licensee was fined \$1,000 for engaging in the practice of auction activities in the State of Illinois prior to obtaining a license pursuant to the Auction Licensing Act.

COMMUNITY ASSOCIATION MANAGER

A community association manager licensee was fined \$3,000 for engaging in the practice of community association management activities in the state of Illinois prior to obtaining a license pursuant to the Community Association Manager License and Disciplinary Act.

A community association manager license was revoked, and the licensee was fined \$5,000 for unprofessional conduct, commingling, and mismanaging of client's funds, and for removing association funds without authorization.

REAL ESTATE

Twenty real estate broker licenses were suspended for failure to file and/or pay Illinois state income taxes.

A real estate broker license was suspended for being more than 30 days delinquent in the payment of child support.

A real estate manager broker license was suspended for failure to file and/or pay Illinois state income taxes.

A real estate broker license was fined \$5,000 and the licensee was ordered to take a class for aiding and abetting in the practice of real estate by an unlicensed entity.

A real estate managing broker license was placed on probation for 2 years, was fined \$6,000 for performing licensed real estate activities while the license was not renewed and while the sponsor's license was inactive, for failure to supervise, and for failing to complete required continuing education prior to renewing the license and falsely stating that they were exempt from the requirement.

A real estate broker license was fined \$8,000 and the licensee was ordered to take a class for aiding and abetting in the practice of real estate by an unlicensed entity.

A real estate limited liability firm license was placed on probation for two years and was fined \$2,000 for engaging in licensed real estate activities while its license was inactive.

A real estate managing broker license was fined \$3,000 and the licensee was ordered to complete additional education for aiding and abetting an applicant engaged in licensed real estate activities and for failure to supervise an unlicensed assistant.

A real estate broker corporation license was fined \$3,000 for aiding and abetting an applicant engaged in licensed real estate activities and for failure to supervise.

A real estate managing broker license was suspended and fined \$2,000 for failing to provide the Department with documents requested during a Broker Verification Examination and for failing to notify the Department of any change in email address or phone number within 24 hours after such change

A real estate managing broker license was fined \$2,000 and the licensee was ordered to take a class for aiding and abetting the unlicensed practice of real estate and for engaging in licensed real estate activities while the license was suspended.

A real estate managing broker license was revoked and fined \$25,000 for altering a sales contract without authorization from all parties, failing to deposit earnest money in an escrow account, failing to account for or remit money belonging to others, engaging in unprofessional conduct, dishonest dealing, pursuing a continued and flagrant course of misrepresentation and making false promises, failing to make available to the Department all escrow records within 24 hours of the Department's request, failing to maintain transaction files for five years, and for failing to report the loss of escrow records to the Department.

A real estate managing broker license and real estate corporation license were fined \$2,000 jointly and severally and a real estate managing broker was ordered not to engage in property management services indefinitely, for a minimum period of 2 years, for failing to act in a manner consistent with promoting the client's best interests as opposed to theirs or any other person's self-interest by failing to timely account for all money and property received in which the client has, may have, or should have an interest and for failing to account for or remit any money coming into their possession that belonged to another person.

A real estate managing broker license was revoked and fined \$15,000 for failing to return monies to two separate individuals obtained in contemplation of real estate investments that never came to fruition, making false promises in connection with those investments, failing to account for or remit moneys or documents coming into the licensee's possession that belonged to others, engaging in dishonorable, unethical, and unprofessional conduct of a character likely to deceive, defraud, or harm the public, and for failing to respond to the Department's request for information within 30 days of the request.

Four real estate managing broker licenses were suspended for failure to file and/or pay Illinois state income taxes.

Fourteen real estate broker licenses were suspended for failure to file and/or pay Illinois state income taxes.

The material and information contained in this newsletter is for general information purposes only and should not be considered legal advice. You should not rely upon the material or information in the newsletter as a basis for making any business, legal, or other decisions. Information contained herein may not constitute the most up-to-date information. Please consult an attorney to obtain legal advice or interpretation of any applicable laws.

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**Check out our DRE FAQ
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<https://idfpr.illinois.gov/dre.html>



State of Illinois

Illinois Department of Financial and Professional Regulation