

Oregon Real Estate News-Journal

Official Publication of the Oregon Real Estate Agency

Volume 74, Number 1, February 2020



Commissioner
Steve Strobe

Temporary Authorization for Military Spouses

Steve Strobe, Real Estate Commissioner

During the 2019 session, the Oregon legislature passed [House Bill 3030](#) and [Senate Bill 688](#), which applies to boards and agencies that issue occupational licenses. The bills require the Oregon Real Estate Agency to issue temporary authorizations to the spouses or domestic partners of active-duty military members of the United States Armed Forces. An applicant for temporary authorization must be actively licensed in another state, and their spouse must be stationed in Oregon.

The Agency filed temporary rules so it can now issue such temporary authorizations to conduct professional real estate activity and manage rental real estate.

An applicant seeking temporary authorization to act as a broker or principal broker in Oregon must:

- Complete the application.*
- Submit to a criminal background check and fingerprinting.*
- Provide license histories from states

where licensed.

- Take and pass the Oregon section of the required license exam.*

An applicant seeking temporary authorization to act as a property manager in Oregon must:

- Complete the application.*
- Submit to a criminal background check and fingerprinting.*
- Provide license histories from all states where licensed.
- Take and pass the license exam.*

A temporary authorization is valid until the earliest of the following:

- 2 years from the date of issuance.
- The date the spouse or domestic partner completes their term of active service in Oregon.
- The date the applicant's license issued by another state expires.

The new temporary rules are set out in [OAR 863-014-0054](#) and [863-024-0054](#). We expect to complete the [permanent rulemak-](#)

*Please see **Military Spouses** on page 2*



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Military Spouses

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[ing process](#) by mid-year. Anyone interested in a temporary authorization should contact the Agency directly. To date, we have not received any inquiries or requests for temporary authorizations.

As published by the [U.S. Department of Labor](#), “Military spouses serving in professions with occupational license requirements face special challenges. They experience gaps in employment and costly interruptions in their career trajectory due to frequent relocations. It is the policy of the U.S. Department of Labor to reduce employment barriers and enhance career opportunities for military spouses.”

They go on to write, “Many states support military spouse license recognition options by allowing for expedited applications, temporary licenses, or complete license recognition.”

We are sharing this information for several reasons. First, we want you to be aware

of the new law. Second, we want to put the law into a broader context with respect to what is happening nationwide. And third, we hope to get the message to real estate professionals who work with clients from a multitude of licensed occupations, since you may meet someone who could benefit from this legislation.

The [Department of Labor’s website offers comprehensive information](#) about nationwide resources, too, should you find yourself working with either incoming or outgoing relocation clients who might find it useful.

We welcome any questions that you may have.

** Fees required. In many circumstances, military spouses who move from one state to another because of change-of-station orders are eligible for reimbursement of licensing costs up to a certain amount. See <https://www.veterans.gov/milspouses/> for more information.* ■

Next Real Estate Board Meeting in Florence

April 6, 2020, 10:00 a.m.

[Driftwood Shores Resort and Conference Center](#)

All are welcome at this regularly scheduled general meeting of the Oregon Real Estate Board.

- Come and meet the Board members.
- Learn how the Board and Agency work.
- Hear news and updates from the Agency.

Advanced Practices Course – Do You Need It for Renewal?

If you are a new broker, principal broker, or property manager, you need a specific 27-hour Advanced Practices course to renew your active license for the first time.

New Brokers Renewing Active for 1st Time

You must take 30 hours of continuing education, including:

- 27-hour Broker Advanced Practices course
- 3-hour Law and Rule Required Course (LARRC)

New Principal Brokers Renewing Active for 1st Time

You must take 30 hours of continuing education, including:

- 27-hour Principal Broker Advanced Practices course
- 3-hour Law and Rule Required Course (LARRC)

New Property Managers Renewing Active for 1st Time

You must take 30 hours of continuing education, including:

- 27-hour Property Manager Advanced Practices course
- 3-hour Law and Rule Required Course (LARRC)

Renewing Inactive

If you are renewing your license inactive, you are not required to take continuing education. You will need to meet continuing education requirements prior to reactivating your license.

Requirements for Other Active License Renewals

If you aren't sure of your continuing education requirements, please visit https://www.oregon.gov/rea/ce/Pages/CE_requirements.aspx. ■

eLicense Links Changing

Saved web links, bookmarks, or shortcuts to any eLicense webpage will stop working on February 19. This includes links to the eLicense login page, the licensee look up page, and the certified continuing education provider list page.

The online web domain name for all eLicense links changed on January 25. There are currently redirects (instructions that have the old links to take you to the new web address) in place, but that will end on February 19.

To prevent future frustration, the Oregon Real Estate Agency suggests changing any saved web links, bookmarks, or shortcuts you may have to the following correct URLs as soon as possible:

- **eLicense**
<https://orea.license.micropact.com>
- **Licensee Look Up**
<https://orea.license.micropact.com/Lookup/LicenseLookup.aspx>
- **Continuing Education Providers**
<https://orea.license.micropact.com/Lookup/GenerateRoster.aspx> ■

In Charge of a Business?

Registered Business Names Need Renewing Every Year

Are you the responsible licensee (principal broker or property manager) of a real estate or property management business? If so, you must renew the registered business name with the Oregon Real Estate Agency annually.

When do I renew the registered business name?

The Agency emails renewal reminders to the responsible licensee during the month the registered business name expires.

You can log into the eLicense account for the business to confirm the registered business name's renewal date.

What if I'm not getting renewal reminders?

Log in to the business' eLicense account and confirm that you are designated as the responsible licensee in the eLicense account. Also, confirm that your email address is correct.

I'm in eLicense, but there is no renewal option. Why?

First, did you receive a renewal email? You can only renew the registered business name during the month that it expires. You can confirm the expiration date of the registered business name by conducting a search for the business in License Lookup.

Second, make sure that you logged into the eLicense account for the registered business name, not your personal license account. Use the login information in the renewal notice email to be sure that you are in the correct eLicense account.

Finally, some internet browsers will automatically fill in the User ID and Password for you. Because you have at least two eLicense accounts (your personal account and the business account), you may have to delete the auto-filled information. Then, enter the login

information from the renewal email.

If you are sure that it is time to renew the registered business name and that you are logged into the correct eLicense account, please contact the Agency for help.

Haven't I already renewed?

If the Agency sent you an email to renew your registered business name, it needs to be renewed.

If you think you renewed, here are some things to check:

- Did you renew the registered business name last year? Remember that the renewal is yearly, so if you renewed last year, you have to do it again this year and each subsequent year.
- Did you renew the business registration with the Secretary of State? Remember that is a different requirement. Both renewals are needed to maintain your business.
- Did you renew your real estate license? Your personal real estate license must be renewed every two years. This is a separate requirement from the registered business name renewal.

If you are sure that you renewed the registered business name for the current year, please contact the Agency for help.

What if the registered business name expires?

Try not to let this happen! If a registered business name is not renewed in time, the registered business name becomes void and all associated licensees are inactivated (meaning they can no longer conduct professional real estate activity).

If the registered business name expires, you will have to pay a \$300 fee to reapply for the registration plus a \$10 transfer fee per associated licensee. ■



Image by [Birgit Bollinger](#) from [Pixabay](#)

Maintaining Complete and Adequate Listing Files

Principal brokers are responsible for maintaining adequate records for themselves and their associated licensees ([ORS 696.280](#), [OAR 863-015-0250](#)). This includes all written and electronic records generated or received by a licensee while conducting professional real estate activities.

Ensuring listing files are arranged to include documents, such as notes and annotations, may help prevent problems during transactions or if a complaint is filed against you or your licensees.

A seller's agent owes affirmative duties to the seller, the other principals, and the principals' agents involved in a transaction (ORS 696.805). Maintaining a detailed listing file helps the agent fulfill those duties.

Here are what listing files should have, when applicable:

- Copy of Listing Agreement with signature and expiration date
- Copy of Seller's Property Disclosure Statement, or note of exemption
- Disclosed Limited Agency Agreement
- Evidence of ownership or right to sign the listing
- Verification of building and lot size
- Tenant and lease or rental information
- Record of how pricing was established
- Written record of any promises, pledges, or agreements made by listing licensee to obtain or keep the listing
- Marketing activity and advertising (Reminder: Broker must get principal broker approval for all advertising prior to release.)
- Copies of any invoices for repair work that was required as a part of the transaction
- Home inspection report(s)
- Listing addenda (such as price changes or extension of term)
- Lead paint disclosure when applicable
- Any estimates of net sale proceeds the broker chose to provide to seller
- CC&R, by-laws, special assessments, and any other specialized information
- Licensee's diary notes pertaining to the transaction
- Copies of correspondence, emails, and faxes to and from the seller, the seller's representative, and the buyer or buyer's agent

This is not an exhaustive list of everything needed to maintain a good listing file. Based on the type of transaction or property, there may be other records generated or received that a listing file will need to be adequate. ■

Make Oregon Count

Editor's Note: This information is from [Oregon Counts 2020](#).

Once every 10 years, the U.S. Constitution requires a full count of the population to reapportion seats in the U.S. House of Representatives. That exercise — the U.S. Census — begins in a matter of weeks (mid-March 2020). Oregon is working hard to ensure the state's residents are fully counted.

For the first time, the primary method of response to the census will be electronic. The U.S. Census Bureau is counting on most households to complete census forms online.

Why is the census important?

Census results drive decisions that will affect economic investments in our state and our representation in Congress until 2031. Census results determine congressional representation and the number of our Electoral College votes and are used to draw boundaries for state and local election districts. In the last census, Oregon was just shy of gaining one seat in Congress — we have to get it right this time!

The federal government also uses census numbers to guide more than \$1.5 trillion annually from 316 federal spending programs for education and health programs, highways, roads and bridges, water and sewage systems, and other projects vital to our health and well-being. Nonprofits and businesses use the data to help determine where to build health care facilities, child care and senior centers, grocery stores and new factories.

In 2016, Oregon received \$13.5 billion of these funds from just 55 of these 316 programs — or \$3,200 per person, including:

- Nearly \$507 million in bridge and highway maintenance and construction
- \$8.5 billion for health programs
- Over \$2 billion for education

- \$900 million for housing
- \$512 million for rural assistance programs

Based on these numbers, the state would lose up to \$8 million over the decade for every 100 households missed, which would affect its ability to adequately support children, veterans, senior citizens and low-income families

How it works?

Beginning in mid-March 2020, the U.S. Census Bureau will send each household a postcard inviting residents to go online (or call) and provide information about the number of people residing at that address. The questionnaire will ask for the names, sex, age (including date of birth), and race / ethnicity of each person living at the residence, whether residents own or rent and for a phone number in case there is a need to follow up. Only one person should fill out the census for the entire household.

What is the timeline?

The process begins in mid-March 2020 and ends at the end of July. Those who do not respond will receive reminders in the mail until the beginning of May, when Census Bureau staff will begin going door to door to contact those who do not respond. Results must be delivered to the president by Dec. 31, 2020.

Is it safe?

By federal law, the information you provide is confidential. The U.S. Census Bureau uses the highest level of data security to safeguard the information it receives. In fact, census forms can be used ONLY to produce statistical information about the population, and penalties for violations are severe.

For more information, refer to the [Fact sheet on Census and Confidentiality](#). ■



Image by [Gerd Altmann](#) from [Pixabay](#)

Complying with Laws & Rules? Find Out with this Useful Tool

Principal brokers and property managers, you have the opportunity to complete a voluntary Compliance Review! Learn if your business conforms to laws and rules, help the Oregon Real Estate Agency, and get free continuing education.

Why?

Completing a Compliance Review is a risk-free way to:

- Earn 1 free continuing education credit hour. (This does NOT meet the requirement for the 3-hour Law and Rule Required Course).
- Help the Agency shape its educational efforts.
- See if your real estate business practices comply with select license laws and administrative rules.

How?

1. Complete the online Compliance Review by logging into your personal eLicense account and selecting Compliance Review from the Online Services menu.

2. After the review is complete, get the Agency's email with:
 - a. A copy of your completed Compliance Review,
 - b. The results of your review, and
 - c. A link to the follow-up survey.
3. Make any needed changes to your business practices to comply with license laws and rules.
4. Take the brief follow-up survey to help the Agency evaluate the effectiveness of the Compliance Review process. Please note: You must complete the follow-up survey to receive continuing education credit.
5. Get a certificate for one (1) hour of CE credit.

IMPORTANT NOTE: The Agency uses Compliance Reviews and survey responses for educational purposes only. The Agency does not take disciplinary actions on licensees for non-compliance issues found through Compliance Reviews.

If you have questions, please contact the Agency at (503) 378-4170 or orea.info@oregon.gov. ■

Administrative Actions

The Oregon Real Estate Agency is required by law to publish disciplinary actions. The final order for each action can be viewed by clicking on the individual names listed below.

Please note that there are individuals with real estate licenses that may have the same or similar names as those listed below, even in the same market area. If you are in doubt if an individual listed here is someone you know or you are working with, please contact the Agency for verification.

Stipulated settlements do not necessarily reflect all the factual violations initially alleged by the Agency. Sanctions may have been adjusted as part of the negotiation process. Such settlements may not, therefore, directly compare in severity or sanction with other cases.



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The Oregon Real Estate News-Journal is published by the Oregon Real Estate Agency as an educational service to all real estate licensees in the state under the provisions of section 696.445 of the Oregon Revised Statutes.

Mesheal Heyman, Editor

Vol. 74, No. 1

February 2020

REPRIMANDS

[Franklin, Georgina](#) (Corvallis) 200012001. Stipulated Final Order dated December 3, 2019.

[Paris, Claire Diane](#) (Portland) 200309285. Stipulated Final Order dated February 5, 2020

REVOCACTION

[Ziebert, Dorothy](#) (Springfield) 780402930. Final Order by Default dated December 16, 2019.

[Leppert, Kathleen](#) (Bend) 200006112. Stipulated Final Order dated January 6, 2020. ■



AGENCY INCOMING CALL STATISTICS 2019



22,558
Total 2019 calls



24.5
seconds
Average wait time



↑ 30%
Call volume for first
& last business days
of the month



36
seconds
Avg. wait time for
first & last business
days of month