

1 REAL ESTATE AGENCY
2 BEFORE THE REAL ESTATE COMMISSIONER
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4 In the Matter of the Real Estate License of)
5)
6 MICHELLE ANNE AFFIELD) STIPULATED FINAL ORDER
7)
8)
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10 The Oregon Real Estate Agency (Agency) and Michelle Affield (Affield) do hereby agree
11 and stipulate to the following:

12 FINDINGS OF FACT
13 AND
14 CONCLUSIONS OF LAW

15 1.

16 1.1 At all times mentioned herein, Affield was licensed as a real estate broker with
17 Realty One Group Prestige.

18 1.2 On October 10, 2025, the Agency received a complaint from Cody Woods
19 (Woods) against Affield. In his complaint, Woods alleged that Affield submitted a Notice of
20 Unconditional Disapproval and Termination Agreement after the 5:00 pm deadline, resulting in
21 the loss of \$5,000.00 in earnest money.

22 1.3 Woods and Lillian Longnecker (Longnecker) signed a purchase and sale
23 agreement (SA #000037388311) for a property located in Sandy, Oregon in September 2025.

24 1.4 Line item 230 in SA#000037388311 includes that the buyers may give notice to
25 the sellers, using OREF 064 – Notice of Buyer’s Unconditional Disapproval, at any time during
26 the inspection period based on any inspection report, in which case all deposits will be
27 promptly refunded, and the transaction will be terminated.

28 1.5 The sellers accepted SA#000037388311 on September 23, 2025, the same day
29 the home and septic inspections were completed. Woods and Longnecker deposited
30 \$5,000.00 earnest money on September 24, 2025.

1 1.6 In response to the complaint, Affield wrote, “The clients’ primary concern
2 centered around their \$2,500 earnest money deposit, which they believed was jeopardized due
3 to a seven-minute delay in the delivery of the Notice of Unconditional Disapproval, which is
4 only supporting documentation to the Termination that had already been sent in a timely
5 manner.”

6 1.7 In text message communication between Woods and Affield from September 29,
7 2025, Woods asked Affield if they have until October 6, 2025, to come to a final deal with the
8 sellers. Affield responded, “You’re correct it’s the 6th. Technically we might even have until the
9 7th, but I prefer to be ahead of deadlines, especially for negotiations so I usually keep things a
10 day early in my head!”

11 1.8 On October 4, 2025, Woods sent a text message to Affield asking if they can or
12 should extend the inspection period as they were waiting to hear from one of the contractors to
13 provide an inspection report. In response, Affield wrote that the contractor was aware of the
14 inspection deadline, and that she had double checked that it was October 7, 2025. Affield
15 included “I don’t anticipate we’ll need an extension, but if we do, I’ll make sure you have the
16 addendum in plenty of time to review and sign!”

17 1.9 Woods and Longnecker signed an Addendum to the Sale Agreement,
18 “Addendum #1 – Inspection Ext.” requesting the inspection deadline be extended to October 8,
19 2025, at 5:00 pm. The document was signed on October 6, 2025, at 4:38 pm and 4:45 pm by
20 both buyers.

21 1.10 A review of communication shows that Woods texted Affield on October 7, 2025,
22 at 10:38 am and again at 1:48 pm, inquiring if the sellers had signed the extension. In her
23 response to Woods, Affield did not inform him that she had not yet sent the addendum to
24 extend.

25 1.11 Email records show that Affield emailed the seller’s broker the Addendum on
26 October 7, 2025, at 3:02 pm.

27 1.12 A review of documents showed that Woods and Longnecker signed a
28 Termination Agreement and a Notice of Buyer’s Unconditional Disapproval on October 7,
29 2025, at 4:21 pm. This document did not include a termination date on Line 12 for the section
30

1 titled "Disapproval Based on Inspection Reports." Affield explained she attempted to enter the
2 termination date, but that change did not save the buyers' signatures on the document.

3 1.13 Affield emailed the Termination Agreement to the seller's broker on October 7,
4 2025, at 4:59 pm, and then forwarded the Notice of Buyers Unconditional Disapproval at 5:07
5 pm.

6 1.14 On October 8, 2025, Principal Broker Greg Pace explained to Woods that the
7 required documents were not executed and delivered appropriately prior to the deadline and
8 according to the contract language, the sellers are entitled to retain the earnest money as
9 damages. Pace also explained that the sellers offered a return of half of the earnest money in
10 a termination agreement.

11 **(1) Conclusion of Law:** By failing to meet a critical deadline associated with a real estate
12 transaction and failing to send timely an executed addendum to extend the transaction on
13 behalf of the buyer, Affield violated ORS 696.301(3) as it incorporates ORS 696.810(5)(b)
14 2025 Edition.

15 **(2) Conclusion of Law:** By failing to disclose to the buyers that an addendum to extend
16 the transaction had not been transmitted, Affield violated ORS 696.301(3) as it incorporates
17 ORS 696.810(5)(a)(c) 2025 Edition.

18 **(3) Conclusion of Law:** Affield did not provide the buyers with an appropriate amount of
19 time to review and sign documents, after assuring them that she would. This is grounds for
20 discipline under ORS 696.301(1) 2025 Edition.

21 **(4) Conclusion of Law:** By failing to exercise licensee duties to the buyers, Affield violated
22 ORS 696.301(3) as it incorporates ORS 696.810(6)(a)(c) 2025 Edition.

23 1.15 All of the above demonstrate incompetence or untrustworthiness in performing
24 acts for which the real estate licensee is required to hold a license and conduct that is below
25 the standard of care for the practice of professional real estate activity in Oregon.

26 **(5) Conclusion of Law:** Based on the foregoing, Affield is subject to discipline under ORS
27 696.301(12) and (15) 2025 Edition

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30 2.1 The foregoing violations are grounds for discipline pursuant to ORS 696.301.

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ORDER

IT IS HEREBY ORDERED that Michelle Affield's broker license be reprimanded.

IT IS SO STIPULATED:


box SIGN 17Z7L93Z-4L8X3W56

MICHELLE AFFIELD

Date May 4, 2026

IT IS SO ORDERED:



STEVEN STRODE

Real Estate Commissioner

Date _____

Date of Service: _____