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**REAL ESTATE EXAMINING BOARD**  
**Room 121C, 1400 East Washington Avenue, Madison**  
**Contact: Erin Karow (608) 266-2112**  
**June 14, 2018**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.*

**AGENDA**

**10:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-3)**
- B. Approval of the Minutes (4-10)**
  - 1. April 19, 2018
- C. Administrative Matters – Discussion and Consideration**
  - 1. Board and Staff Updates
  - 2. Department Updates
- D. Legislative/Administrative Rule Matters – Discussion and Consideration (11-19)**
  - 1. REEB 24.04 Scope, Relating to Advertising
  - 2. Petition to JCRAR to Repeal Unauthorized REEB 24.17, Relating to Felony Convictions
  - 3. Adopt CR 17-100, Relating to Cross References and Terminology
  - 4. Update on Legislation and Pending or Possible Rulemaking Projects
- E. Real Estate Curriculum and Examination Council Update – Discussion and Consideration**
  - 1. 2019-2020 Proposed Continuing Education (CE) Curriculum **(20-28)**
- F. Real Estate Contractual Forms Advisory Council Update – Discussion and Consideration**
- G. Items Received After Preparation of the Agenda**
  - 1. Introductions, Announcements and Recognition
  - 2. Election of Officers
  - 3. Appointment of Liaison(s) and Alternates
  - 4. Administrative Matters
  - 5. Education and Examination Matters
  - 6. Credentialing Matters
  - 7. Practice Matters
  - 8. Legislative/Administrative Rule Matters
  - 9. Liaison Report(s)
  - 10. Informational Items

11. Division of Legal Services and Compliance (DLSC) Matters
12. Presentation on Petition(s) for Summary Suspension(s)
13. Presentation on Designation(s) of Hearing Official
14. Presentation of Stipulations, Final Decisions and Orders
15. Presentation of Stipulations and Interim Orders
16. Presentation of Proposed Final Decision and Orders
17. Presentation of Interim Orders
18. Petitions for Re-Hearing
19. Petitions for Assessments
20. Petitions to Vacate Orders
21. Requests for Disciplinary Proceeding Presentations
22. Motions
23. Petitions
24. Appearances from Requests Received or Renewed
25. Speaking Engagement(s), Travel, or Public Relation Request(s)

H. Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

**I. Review Conviction History of Christopher Schuelke #629660 for Real Estate Salesperson Credential (29-72)**

**J. Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

**1. Proposed Stipulations, Finals Decisions and Orders**

- a. 17 REB 013 – Sean C. Lentz **(73-79)**
- b. 17 REB 028 – Kathleen M. Hansen and Kathleen Hansen & Associates, LLC. **(80-86)**
- c. 17 REB 047 – Lynn M. Haag **(87-92)**

**2. Monitoring**

- a. Caston Love – Requesting Full Licensure **(93-102)**
- b. Shawn Nash – Requesting Full Licensure **(103-119)**
- c. Robert Peeples – Requesting Full Licensure **(120-141)**

**3. Deliberation on Proposed Final Decision and Orders**

- a. John Ramirez and Conquer Property Management, LLC. – DHA Case Number SPS-18-0002/DLSC Case Number 16 REB 033 **(142-151)**

**K. Deliberation of Items Received After Preparation of the Agenda**

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Professional Assistance Procedure (PAP) Matters
5. Monitoring Matters
6. Petitions for Summary Suspension(s)
7. Petitions for Designation of Hearing Examiner

8. Proposed Stipulation(s), Final Decision(s) and Order(s)
9. Proposed Interim Orders
10. Administrative Warning(s)
11. Review of Administrative Warning(s)
12. Proposed Final Decisions and Orders
13. Orders Fixing Costs/Matters Related to Costs
14. Board Liaison Training
15. Case Closings
16. Petitions for Assessments and Evaluations
17. Petitions to Vacate Orders
18. Remedial Education Cases
19. Motions
20. Petitions for Re-Hearing
21. Appearances from Requests Received or Renewed

L. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

M. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

N. Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING DATE: AUGUST 16, 2018**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 1400 East Washington Avenue, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**REAL ESTATE EXAMINING BOARD  
MEETING MINUTES  
APRIL 19, 2018**

**PRESENT:** Robert Larson, Jerry Lyons, Richard Marino, Dennis Pierce, Thomas Richie, Robert Webster

**STAFF:** Erin Karow, Executive Director; Kate Stolarzyk, Bureau Assistant; and Other Department Staff

**CALL TO ORDER**

Robert Webster, Chair, called the meeting to order at 10:01 a.m. A quorum of six (6) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda:**

- Open Session: Under item “C. Administrative Matters – Discussion and Consideration”  
**REMOVE:**
  - 3. Election of Officers
  - 4. Appointment of Liaisons and Alternates”
- Closed Session: Under item “Deliberation on Division of Legal Services and Compliance (DLSC) Matters; 4. Monitoring” **REMOVE:**
  - a. Christine Kosnick – Requesting Termination of Suspension

**MOTION:** Jerry Lyons moved, seconded by Thomas Richie, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF THE MINUTES OF FEBRUARY 1, 2018**

**MOTION:** Dennis Pierce moved, seconded by Robert Webster, to approve the minutes of February 1, 2018 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Delegation of Authorities**

**MOTION:** Jerry Lyons moved, seconded by Dennis Pierce, to delegate to the screening attorney the authority to close cases that do not clearly present a provable violation and cases that do not merit review by the full panel to the screening attorney. Cases that the screening attorney has the authority to close include cases where there is a lack of jurisdiction, where the Board has already taken action on the matter (duplicate case, Board has taken action in regard to the credential holder that addressed the conduct and further action is unnecessary), cases where there is no legal violation of the statutes/regulations, or cases where there is not enough evidence to prove a violation and additional investigation will not yield a different result. The screening attorney is also delegated the authority to immediately open any case where they believe there is an immediate risk of harm, the materials on their face warrant discipline (such as failure to respond), or cases that have a provable violation. Motion carried unanimously.

## LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

### REEB 24.17 (3), Relating to Violation of Board Orders

**MOTION:** Thomas Richie moved, seconded by Richard Marino, to authorize the Chair to approve the preliminary rule draft of REEB 24.17 (3), Relating to Violation of Board Orders, for posting of economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

### REAL ESTATE CONTRACTUAL FORMS ADVISORY COUNCIL UPDATE

#### Consideration of Appointment to the Real Estate Contractual Forms Advisory Council

**MOTION:** Jerry Lyons moved, seconded by Thomas Richie, to approve the appointment of Laura Peck to the Real Estate Contractual Forms Council. Motion carried unanimously.

**MOTION:** Robert Webster moved, seconded by Robert Larson, to table the appointment of Jim Dickinson to the Real Estate Contractual Forms Council. Motion carried unanimously.

### CLOSED SESSION

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Robert Webster, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Robert Larson-yes; Jerry Lyons-yes; Richard Marino-yes; Dennis Pierce-yes; Thomas Richie-yes; Robert Webster-yes. Motion carried unanimously.

The Board convened into Open Session at 11:11 a.m.

### RECONVENE TO OPEN SESSION

**MOTION:** Richard Marino moved, seconded by Jerry Lyons, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 1:06 p.m.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,  
IF VOTING IS APPROPRIATE**

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)*

**DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS**

**Administrative Warnings**

***16 REB 066 – S.L.S.***

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to issue an Administrative Warning in the matter of DLSC case number 16 REB 066, against S.L.S. Motion carried unanimously.

***16 REB 071 – B.J.K.***

**MOTION:** Robert Webster moved, seconded by Dennis Pierce, to issue an Administrative Warning in the matter of DLSC case number 16 REB 071, against B.J.K. Motion carried unanimously.

***17 REB 020 – A.R.B.***

**MOTION:** Robert Webster moved, seconded by Thomas Richie, to issue an Administrative Warning in the matter of DLSC case number A.R.B, against A.R.B. Motion carried unanimously.

***17 REB 039 – C.M.F.***

**MOTION:** Thomas Richie moved, seconded by Robert Larson, to issue an Administrative Warning in the matter of DLSC case number 17 REB 039, against C.M.F. Motion carried unanimously.

***17 REB 071 – D.L.K.***

**MOTION:** Robert Webster moved, seconded by Thomas Richie, to issue an Administrative Warning in the matter of DLSC case number 17 REB 071, against D.L.K. Motion carried unanimously.

***18 REB 008 – L.A.H.***

**MOTION:** Thomas Richie moved, seconded by Dennis Pierce, to issue an Administrative Warning in the matter of DLSC case number 18 REB 008, against L.A.H. Motion carried.

*(Robert Webster recused himself and left the room for deliberation and voting in the matter concerning DLSC case number 18 REB 008 – L.A.H. Richard Marino, Vice Chair, Chaired the meeting for deliberation and voting.)*

**Proposed Stipulations, Final Decisions and Orders**

***16 REB 016 – J.A. Fuller and Pinnacle Realty, Inc.***

**MOTION:** Robert Webster moved, seconded by Thomas Richie, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against J.A. Fuller and Pinnacle Realty, Inc., DLSC case number 16 REB 016. Motion carried unanimously.

***16 REB 030 – Virginia A. Fuchs and Ruby Slippers Holding, LLC***

**MOTION:** Thomas Richie moved, seconded by Richard Marino, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Virginia A. Fuchs and Ruby Slippers Holding, LLC, DLSC case number 16 REB 030. Motion carried unanimously.

***16 REB 066 – Julie J. Quade and Quade Real Estate, LLC***

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Julie J. Quade and Quade Real Estate, LLC, DLSC case number 16 REB 066. Motion carried unanimously.

***17 REB 015 – Mark D. Balaban***

**MOTION:** Jerry Lyons moved, seconded by Robert Larson, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Mark D. Balaban, DLSC case number 17 REB 015. Motion carried unanimously.

***17 REB 077 – Michael F. DeSautel***

**MOTION:** Robert Larson moved, seconded by Robert Webster, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Michael F. DeSautel, DLSC case number 17 REB 077. Motion carried unanimously.

**Case Closings**

***16 REB 071 – V.S. and A.R.E.G., LLC***

**MOTION:** Robert Webster moved, seconded by Dennis Pierce, to close DLSC case number 16 REB 071, against V.S. and A.R.E.G., LLC for Prosecutorial Discretion (P1). Motion carried unanimously.

***17 REB 015 – 1 A.R.E., LLC and A.M.***

**MOTION:** Jerry Lyons moved, seconded by Robert Larson, to close DLSC case number 17 REB 015, against 1 A.R.E., LLC and A.M. for No Violation. Motion carried unanimously.

***17 REB 039 – S.R., Inc. and J.H., LLC***

**MOTION:** Thomas Richie moved, seconded by Robert Larson, to close DLSC case number 17 REB 039, against S.R., Inc. and J.H., LLC for No Violation. Motion carried unanimously.

***17 REB – 048 – J.T. and A.W.P.W., LLC***

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to close DLSC case number 17 REB 048, against J.T. and A.W.P.W., LLC for No Violation. Motion carried unanimously.

***17 REB 071 – R.R. and A.R., Inc.***

**MOTION:** Robert Webster moved, seconded by Thomas Richie, to close DLSC case number 17 REB 071, against R.R. and A.R., Inc. for No Violation. Motion carried unanimously.

***17 REB 107 – A.R., LLC, P.B.S., and P.S.***

**MOTION:** Thomas Richie moved, seconded by Robert Larson, to close DLSC case number 17 REB 107, against A.R., LLC, P.B.S., and P.S. for No Violation. Motion carried unanimously.

***17 REB 111 – M.K.***

**MOTION:** Thomas Richie moved, seconded by Dennis Pierce, to close DLSC case number 17 REB 111, against M.K. for No Violation. Motion carried unanimously.

***17 REB 123 – R.J.***

**MOTION:** Robert Larson moved, seconded by Thomas Richie, to close DLSC case number 17 REB 123, against R.J. for No Violation. Motion carried unanimously.

## MONITORING MATTERS

### **Cheryl Colsch – Requesting Full Licensure**

**MOTION:** Jerry Lyons moved, seconded by Thomas Richie, to grant the request of Cheryl Colsch for full licensure. Motion carried unanimously.

### **Jeffrey Conway – Requesting Full Licensure**

**MOTION:** Robert Larson moved, seconded by Robert Webster, to grant the request of Jeffrey Conway for full licensure. Motion carried unanimously.

### **Eulonda Martin – Requesting Full Licensure**

**MOTION:** Jerry Lyons moved, seconded by Robert Larson, to grant the request of Eulonda Martin for full licensure. Motion carried unanimously.

### **Reed Rentmeester – Requesting Approval of Supervising Broker**

**MOTION:** Jerry Lyons moved, seconded by Richard Marino, to grant the request of Reed Rentmeester for approval of supervising broker. Motion carried unanimously.

### **Roberto Rodriguez – Requesting Full Licensure**

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to grant the request of Roberto Rodriguez for full licensure. Motion carried unanimously.

### **Travis Schinke – Review of Requested Additional Information**

**MOTION:** Robert Webster moved, seconded by Jerry Lyons, to approve the request of Travis Schinke for Mari Timm-Reichel as supervising broker. The Board suspends the license for violating the Order (11/18/2014) and to refer the pending criminal charge to DLSC for investigation. The Board denies the request for full licensure. **Reason for Denial:** Failure to demonstrate compliance with the terms of the Order. Motion carried unanimously.

### **Ramon Sloan – Requesting Approval of Supervising Broker**

**MOTION:** Robert Webster moved, seconded by Richard Marino, to grant the request of Ramon Sloan for approval of supervising broker. Motion carried unanimously.

### **Brett Timmerman – Requesting Full Licensure**

**MOTION:** Robert Webster moved, seconded by Thomas Richie, to grant the request of Brett Timmerman for full licensure. Motion carried unanimously.

## DELIBERATION ON ORDER FIXING COST

### Tiffany L. Harden, Respondent, DHA Case Number SPS-17-0012, DLSC Case Number 16 REB 026

**MOTION:** Jerry Lyons moved, seconded by Dennis Pierce, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Tiffany L. Harden, Respondent – DHA case number SPS-17-0012/DLSC case number 16 REB 026. Motion carried unanimously.

### ADJOURNMENT

**MOTION:** Jerry Lyons moved, seconded by Dennis Pierce, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:20 p.m.

DRAFT

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  <b>Sharon Henes</b> <b>Administrative Rules Coordinator</b>		2) Date When Request Submitted:  <b>5 June 2018</b> Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  <b>Real Estate Examining Board</b>			
4) Meeting Date:  <b>14 June 2018</b>	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <b>Legislation and Rule Matters – Discussion and Consideration</b> <b>1. REEB 24.04 Scope Relating to Advertising</b> <b>2. Petition to JCRAR to Repeal Unauthorized REEB 24.17 Relating to Felony Convictions</b> <b>3. Adopt CR 17-100 Relating to Cross References and Terminology</b> <b>4. Update on Legislation and Pending and Possible Rulemaking Projects</b>	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
<p style="font-size: 1.2em; font-family: cursive;"><i>Sharon Henes</i></p>			
Signature of person making this request			Date
Supervisor (if required)			Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			Date
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

# STATEMENT OF SCOPE

## REAL ESTATE EXAMINING BOARD

Rule No.: REEB 24.04

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Relating to: Advertising

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Rule Type: Permanent

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**1. Finding/nature of emergency (Emergency Rule only):** N/A

**2. Detailed description of the objective of the proposed rule:**

2017 Act 110 updated and inserted the advertising provisions which were in REEB 24.04 into statute by creating s. 452.136, Stats. The objective of the proposed rule is to conform the rules to the statutory revision.

**3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:**

The proposed rule will conform s. REEB 24.04 to s. 452.136, Stats. In addition, the Board will review the advertising provisions to determine whether any updates are necessary.

**4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):**

15.08 (5) (b) Each examining board shall promulgate rules for its own guidance and for the guidance of the profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.

452.07 (1) The board shall promulgate rules for the guidance of the real estate profession and define professional conduct and unethical practice.

452.07 (3) The board may promulgate rules regarding advertising by brokers or salespersons that do not conflict with s. 452.136.

**5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:**

50 hours. No other resources are necessary to develop the rule.

**6. List with description of all entities that may be affected by the proposed rule:**

Real estate brokers and salespersons

**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:**

None

**8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):**

None to minimal. It is not likely to have a significant economic impact on small businesses.

**Contact Person:** Sharon Henes, Administrative Rules Coordinator, (608) 261-2377

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Submitted

**Robert Webster**  
Chairperson

**Richard Marino**  
Vice Chairperson

**Thomas Richie**  
Secretary

**REAL ESTATE EXAMINING BOARD**



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14 June 2018

Senator Stephen Nass, Senate Co-Chairperson  
Joint Committee for Review of Administrative Rules  
Room 10 South, State Capitol  
Madison, WI 53702

Representative Joan Ballweg, Assembly Co-Chairperson  
Joint Committee for Review of Administrative Rules  
Room 210 North, State Capitol  
Madison, WI 53702

RE: Petition for Authorization to Repeal Rule s. REEB 24.17 (2m)

Dear Senator Nass and Representative Ballweg:

I am petitioning for authorization to repeal rule s. REEB 24.17 (2m). A copy of the proposed rule is attached.

Section REEB 24.17 (2m) allows the Real Estate Examining Board to revoke a license or registration based on a conviction of a felony that is a bar to licensure or registration under s. 452.25 (1) (a), Stats. 2017 Act 110 repealed s. 452.14 (3) (p) which originally contained the language mirrored by s. REEB 24.17 (2m) and recreated the statute to address convictions substantially related to real estate practice. The Real Estate Examining Board currently has a rule which addresses disciplinary actions based upon convictions.

Therefore, the Real Estate Examining Board is requesting authorization to repeal the rule by utilizing the expedited process under s. 227.26 (4), Stats.

Thank you.

Sincerely,

Chairperson  
Real Estate Examining Board

STATE OF WISCONSIN  
REAL ESTATE EXAMINING BOARD

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IN THE MATTER OF RULEMAKING : PROPOSED ORDER OF THE  
PROCEEDINGS BEFORE THE : REAL ESTATE EXAMINING BOARD  
REAL ESTATE EXAMINING BOARD : ADOPTING RULES

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The Real Estate Examining Board is petitioning the  
Joint Committee for Review of Administrative Rules to  
repeal a rule the Real Estate Examining Board has determined to be  
an unauthorized rule using the process under s. 227.26 (4), Stats.

PROPOSED ORDER

An order of the Real Estate Examining Board to repeal REEB 24.17 (2m) relating to  
revoking a license based upon a felony conviction that is a bar to licensure or registration.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:** s. 452.14 (3) (p), Stats.

**Statutory authority:** ss. 15.08 (5) (b), 452.07 (1), Stats.

**Explanation of agency authority:**

The Board shall promulgate rules for its own guidance and for the guidance of the trade  
or profession to which it pertains, and define and enforce professional conduct and  
unethical practices not inconsistent with the law relating to the particular trade or  
profession. [15.08 (5) (b), Stats.]

The Board shall promulgate rules for the guidance of the real estate profession and define  
professional conduct and unethical practice. [452.07 (1), Stats.]

**Related statute or rule:** REEB 24.17 (2)

**Plain language analysis:**

REEB 24.17 (2m) allows the Real Estate Examining Board to revoke a license or  
registration based on a conviction of a felony that is a bar to licensure or registration  
under s. 452.025 (1) (a), Stats. This rule was promulgated to implement 2013 Act 288  
which created s. 452.14 (3) (p), Stats.

2017 Act 110 repealed and recreated s. 452.14 (3) (p), Stats. The current s. REEB 24.17  
(2m) is a more restrictive standard than the new recreated statutory provision. In

addition, the Real Estate Examining Board currently has a rule which addresses disciplinary actions based upon convictions so it is unnecessary to amend s. REEB 24.17 (2m).

Therefore, the Board has determined that s. REEB 24.17 (2m) is an unauthorized rule and seeks its repeal under s. 227.26 (4).

**Agency contact person:**

Sharon Henes, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708; telephone 608-261-2377; email at DSPSAdminRules@wisconsin.gov.

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TEXT OF RULE

SECTION 1. REEB 24.17 (2m) is repealed.

SECTION 2. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)

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STATE OF WISCONSIN  
REAL ESTATE EXAMINING BOARD

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IN THE MATTER OF RULE-MAKING	:	ORDER OF THE
PROCEEDINGS BEFORE THE	:	REAL ESTATE EXAMINING BOARD
REAL ESTATE EXAMINING BOARD	:	ADOPTING RULES
	:	(CLEARINGHOUSE RULE17-100)

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ORDER

An order of the Real Estate Examining Board to repeal REEB 25.023 (4) (a) 3. and 25.028 (1) (g) 1 to 3.; to renumber and amend REEB 25.028 (1) (g) (intro.); and to amend REEB 16.03 (1) (intro.), 25.033 (14) (b) and 25.038 (5) (b), relating to obsolete cross references in real estate broker education and updating real estate terminology.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:** ss. 452.09 (2), 452.132 and 452.40, Stats.

**Statutory authority:** ss. 15.08 (5) (b), 452.05 (1) (c) and 452.07 (1), Stats.

**Explanation of agency authority:**

Each examining board shall promulgate rules for its own guidance and for the guidance of the profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.

The board shall after consultation with the council on real estate curriculum and examinations, promulgate rules establishing criteria for the approval of educational programs and training sessions under s. 452.09 (2), Stats. and approve such programs and sessions in accordance with the established criteria.

The board shall promulgate rules for the guidance of the real estate profession and define professional conduct and unethical practice.

**Related statute or rule:** n/a

**Plain language analysis:**

This rule does not create new policy.

Section 1 corrects an inconsistency. In CR 16-042, s. REEB 16.03 (1) was amended to refer to forms for use by licensees, which would include both brokers and salespersons. This change created an inconsistency by creating a section which allowed salespersons to utilize all forms and

a section allowing salespersons to utilize specific forms. This rule changes “licensees” to “brokers” restoring the rule to the Board’s intent and the practice in place prior to CR 16-042.

Section 2 repeals the requirement that there be education on the policy manual required by REEB 17.08. REEB 17.08 was repealed by CR 16-042. This rule repeals the obsolete cross-reference.

Sections 3 and 4 of the proposed rule eliminate obsolete cross-references to s. REEB 17.08, which was repealed under CR 16-042, and repeal the related introductory language.

Sections 5 and 6 update terminology from “broker” to “firm” consistent with 2015 Act 258.

**Summary of, and comparison with, existing or proposed federal regulation:** None

**Comparison with rules in adjacent states:**

**Illinois:** Illinois does not have administrative rules regarding use of approved forms and does not use terminology relating to firm.

**Iowa:** Iowa does not have administrative rules regarding use of approved forms and does not use terminology relating to firm.

**Michigan:** Michigan does not have administrative rules regarding use of approved forms and does not use terminology relating to firm.

**Minnesota:** Minnesota does not have administrative rules regarding use of approved forms and does not use terminology relating to firm.

**Summary of factual data and analytical methodologies:**

The Board received information from the Legislative Reference Bureau regarding obsolete cross-references and stakeholders regarding the terminology updates.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

This rule repeals obsolete references and updates terminology. There is no new policy and no effect on small businesses.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis is attached.

**Effect on small business:**

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted by email at [Kirsten.Reader@wisconsin.gov](mailto:Kirsten.Reader@wisconsin.gov), or by calling (608) 267-2435.

**Agency contact person:**

Sharon Henes, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8366, Madison, Wisconsin 53708; telephone 608-261-2377; email at DSPSAdminRules@wisconsin.gov.

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TEXT OF RULE

SECTION 1. REEB 16.03 (1) (intro.) is amended to read:

REEB 16.03 (1) In addition to forms prepared and approved by the board pursuant to s. 452.05 (1) (b), Stats., the board approves the following forms for use by ~~licensees~~ brokers:

SECTION 2. REEB 25.023 (4) (a) 3. is repealed.

SECTION 3. REEB 25.028 (1) (g) (intro.) is renumbered REEB 25.028 (1) (g) and is amended to read:

REEB (1) (g) ~~Licensure and supervision of employees~~ Licensees associated with a firm under ch. REEB 17, ~~including all of the following~~.

SECTION 4. REEB 25.028 (1) (g) 1., to 3. are repealed.

SECTION 5. REEB 25.033 (14) (b) is amended to read:

REEB 25.033 (14) (b) Inquiry by listing ~~broker~~ firm under s. REEB 24.07 (1) (b).

SECTION 6. REEB 25.038 (5) (b) is amended to read:

REEB 25.038 (5) (b) Inquiry by listing ~~broker~~ firm under s. REEB 24.07 (1) (b).

SECTION 7. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)

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Dated \_\_\_\_\_

Agency \_\_\_\_\_

Chair  
Real Estate Examining Board

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Kate Stolarzyk, Bureau Assistant On behalf of Erin Karow, Executive Director		<b>2) Date When Request Submitted:</b>  5/24/2018  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting									
<b>3) Name of Board, Committee, Council, Sections:</b>  Real Estate Examining Board											
<b>4) Meeting Date:</b>  6/14/2018	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  2019-2020 Proposed Continuing Education (CE) Curriculum									
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A									
<b>10) Describe the issue and action that should be addressed:</b>  Review and discuss the proposed 2019-2020 continuing education curriculum recommended by the Council on Real Estate Curriculum and Examinations.  MOTION: _____ moved, seconded by _____, to accept the recommendation of the Council on Real Estate Curriculum and Examinations to _____. Motion carried unanimously.											
<b>11) Authorization</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;"><i>Kate Stolarzyk</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;"><b>5/24/2018</b></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date</td> </tr> </table>				<i>Kate Stolarzyk</i>	<b>5/24/2018</b>	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date	
<i>Kate Stolarzyk</i>	<b>5/24/2018</b>										
Signature of person making this request	Date										
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date											
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

## 2019-2020 Continuing Education Curriculum

Under the 2019-2020 continuing education:

- Licensees are required to complete 18 hours of continuing education
- Licensees are required to complete six approved courses
- Each approved course will be comprised of several topics
  - Each topic will include 50 minutes of instruction
  - A licensee must complete three, 50-minute topics within one course to complete the course
- For Courses 1-4, a licensee must complete one mandatory topic and choose two topics from the approved list
- For Courses 5-6, a licensee must complete three topics selected from the approved list
- Example: To complete Course 1 Wisconsin Listing Contracts, a licensee must complete the mandatory course topic as indicated below and then select two from the remaining approved topics:
  - **Real Estate Condition Report and Defects (50 minutes) MANDATORY**
  - Agency (50 minutes)
  - Real Property and Personal Property (50 minutes)
  - Advertising by Licensees (50 minutes)
  - Fees and Commission (50 minutes)
- In summary the six courses include:
  - Course 1 Wisconsin Listing Contracts
  - Course 2 Wisconsin Offers to Purchase
  - Course 3 Wisconsin New Development
  - Course 4 Wisconsin Real Estate Ethics and Consumer Protection
  - Course 5 Wisconsin Real Estate Law and Practice
  - Course 6 Wisconsin Real Estate Transactions
- A certificate of completion cannot be issued by an approved provider for a course until the all three hours are completed and the examination is passed.
- All three hours for any one course must be completed through the same approved provider.
- Approved providers must incorporate forms into courses with the current mandatory use date and all content references to statutes and rules must be current.

## 1. COURSE 1 - WISCONSIN LISTING CONTRACTS

### a. Seller Disclosure and Defects (*50 minutes*) **MANDATORY**

- i. Listing agent's inspection and disclosure obligations (Wis. Stat. § 452.133(1)(c), Wis. Admin. Code § REEB 24.07)
- ii. Seller representation regarding defects (Relevant WB Listing Contract, e.g. lines 241-245 of the WB-1)
- iii. Real estate condition report or vacant land disclosure report (Wis. Stat. §§ 709.03, Wis. Stat. § 709.033)
- iv. Amendments to report (Wis. Stat. § 709.035) and right to rescind (Wis. Stat. § 709.05)

### b. Agency (*50 minutes*)

- i. Pre-agency (Wis. Stat. § 452.134(1))
- ii. Disclosure of duties (Wis. Stat. § 452.135, relevant WB Listing Contract, e.g. lines 67-94)
- iii. Multiple representation (Wis. Stat. § 452.134, relevant WB Listing Contract, e.g. lines 95-124 of the WB-1)
- iv. Subagency (Wis. Stat. § 452.134(1), relevant WB Listing Contract, e.g. lines 125-134)

### c. Advertising by Licensees (*50 minutes*)

- i. Advertising without agency agreement prohibited (Wis. Stat. § 452.136(3))
- ii. Disclosure of name (Wis. Stat. § 452.136(2))
- iii. Advertised price (Wis. Stat. § 452.136(4))
- iv. False advertising (Wis. Stat. § 452.136(1))
- v. Marketing personal property (Wis. Stat. § 452.133(3)(d), Relevant WB Offer to Purchase, e.g. lines 21-22 of the WB-11)

### d. Fees and Commission (*50 minutes*)

- i. Commission (Relevant WB Listing Contract, e.g. lines 27-51 of the WB-1)
- ii. Fees and commissions (Wis. Stat. § 452.19 )
- iii. Actions for commissions (Wis. Stat. 452.20)

### e. Real Property and Personal Property (*50 minutes*)

- i. Negotiating for the sale of personal property (Wis. Stat. § 452.133(3)(d), WB-25 Bill of Sale, Wis. Admin. Code § REEB 16.03)
- ii. Included/not included (Wis. Stat. §§ 70.03, 70.04, Relevant WB Listing Contract, e.g. lines 6-16 of the WB-1)
- iii. Fixtures (Relevant WB Listing Contract, e.g. lines 181-194 of the WB-1)

## 2. COURSE 2 - WISCONSIN OFFERS TO PURCHASE

- a. **Inspection and Testing (50 minutes) MANDATORY**
  - i. Duty to inspect – working with a buyer (Wis. Admin. Code § REEB 24.07)
  - ii. Inspections and tests (Relevant WB Offer, e.g. lines 395-409 of the WB-11)
  - iii. Inspection and Testing Contingencies (Relevant WB Offer, e.g. lines 410-433 of the WB-11)
  - iv. Notices and amendments (WB-41 Notice Relating to Offer to Purchase, WB-40 Amendment to Offer to Purchase)
- b. Special Assessments and Closing Prorations (50 minutes)
  - i. Special assessments (Wis. Stat. Ch. 66. SubCh. VII)
  - ii. Payment for special assessments (Relevant WB Offer, e.g. lines 360-368 of the WB-11)
  - iii. Closing prorations (Relevant WB Offer, e.g., lines 118-139 of the WB-11)
  - iv. Disclosure of existing or pending special assessments (Wis. Stat. §§ 709.03, 709.033 Wis. Admin. Code § REEB 24.07)
- c. Financing and Appraisal Contingencies (50 minutes)
  - i. Buyer's loan commitment (Relevant WB Offer, e.g., lines 216-246 of the WB-11)
  - ii. Seller termination and financing unavailable (Relevant WB Offer, e.g., lines 247-256 of the WB-11)
  - iii. Offer not contingent on financing (Relevant WB Offer, e.g., lines 257-263)
  - iv. Appraisal contingency (Relevant WB Offer, e.g., lines 264-271 of the WB-11)
- d. Closing of Buyer's Property and Secondary Offer Contingencies (50 minutes)
  - i. Closing of buyer's property contingency including bump clause (Relevant WB Offer, e.g., lines 304-311 of the WB-11)
  - ii. Secondary offer (Relevant WB Offer, e.g., lines 312-317 of the WB-11)
  - iii. Multiple offers (WB-44 Counter-Offer, WB-46 Multiple Counter-Proposal)
- e. Default, Earnest Money, WB-45 Cancellation Agreement and Mutual Release (50 minutes)
  - i. Default (Relevant WB Offer, e.g., lines 278-297 of the WB-11)
  - ii. Earnest money (Relevant WB Offer, e.g., lines 369-394 of the WB-11; Wis. Stat. § 452.13, Wis. Admin. Ch. REEB 18)
  - iii. WB-45 Cancellation Agreement and Mutual Release

### 3. COURSE 3 - WISCONSIN NEW DEVELOPMENTS

- a. **Wisconsin Department of Safety and Professional Services Complaint and Discipline Process (50 minutes) MANDATORY**
  - i. Reporting convictions (Wis. Stat. § 440.03, Wis. Admin. Code § REEB 24.17)
  - ii. Disciplinary proceedings (Wis. Stat. §§ 440.20-25, )
  - iii. Investigation and discipline of licensees (Wis. Stat. § 452.14)
  - iv. Penalties (Wis. Stat. § 452.17)
- b. Wisconsin Real Estate Statutes and Administrative Code – New and Revised (50 minutes)
- c. Wisconsin Real Estate Case Law (50 minutes)
- d. Wisconsin Approved Forms- New and Revised (50 minutes)
- e. Federal Legal Real Estate Issues Update (50 minutes)

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#### 4. COURSE 4 - WISCONSIN REAL ESTATE ETHICS AND CONSUMER PROTECTION

##### a. **Misrepresentation and Concealment (50 minutes) MANDATORY**

- i. Material adverse facts and Material Facts (Wis. Stat. §§ 452.133, Wis. Admin. Code § REEB 24.07, National Association of REALTORS® Code of Ethics, Article 2)
- ii. Reliance on third party inspections and investigations (Wis. Admin. Code § REEB 24.07)
- iii. Misrepresentation (Wis. Stat. § 100.18, National Association of REALTORS® Code of Ethics, Article 12)
- iv. Defect defined: home inspector, seller, offer to purchase (Wis. Stat. §§ 440.97(2m), 440.975(3)(cm), 709.03, 709.33, Relevant WB Offer, e.g., lines 182-184 of the WB-11

##### b. Fair Housing (50 minutes)

- i. Assistance Animals (Wis. Stat. § 106.50, National Association of REALTORS® Code of Ethics, Article 10, 42 U.S. C. § 3604)
- ii. Reasonable accommodations (Wis. Stat. § 106.50, National Association of REALTORS® Code of Ethics, Article 10, 42 U.S. C. § 3604)
- iii. Undue burden (Wis. Stat. § 106.50, National Association of REALTORS® Code of Ethics, Article 10, 42 U.S. C. § 3604)
- iv. Process to request a reasonable accommodation (Wis. Stat. § 106.50, National Association of REALTORS® Code of Ethics, Article 10, 42 U.S. C. § 3604)

##### c. Agent-to-Agent Relationships (50 minutes)

- i. Open house and showing responsibilities (Wis. Admin. Code § REEB 24.13, National Association of REALTORS® Code of Ethics Article 15 and Article 3, relevant WB Listing Contract, e.g. lines 253-262 of the WB-1)
- ii. Professional negotiations (Wis. Admin. Code § REEB 24.13, National Association of REALTORS® Code of Ethics, National Association of REALTORS® Code of Ethics Article 3)
- iii. Investigations and discipline of licensees (Wis. Stat. § 452.14)

##### d. Dispute Resolution (50 minutes)

- i. Ombudsman (National Association of REALTORS policy statement #59)
- ii. Mediation (National Association of REALTORS® Code of Ethics, Article 17)
- iii. Arbitration (National Association of REALTORS® Code of Ethics, Article 17)

##### e. Security (50 minutes)

- i. Guard against hacking (Wis. Stat. § 452.133)
- ii. Password protection (Wis. Stat. § 452.133)
- iii. Social media presence (Wis. Stat. § 452.133)
- iv. Protecting databases (Wis. Stat. § 452.133)

## 5. COURSE 5 –WISCONSIN REAL ESTATE LAW AND PRACTICE

- a. Wisconsin Condominium Listing (*50 minutes*)
  - i. WB-4 Residential Condominium Listing Contract (Wis. Admin. Code Ch. REEB 16)
  - ii. Condominium ownership (Wis. Stat. Ch. 703)
  - iii. Condominium disclosure documents (Wis. Stat. §§ 703.33, 703.205)
  - iv. Payoff statement (Wis. Stat. §§ 703.335, 703.205)
- b. Commercial-Commission Liens (*50 minutes*)
  - i. Commercial real estate (Wis. Stat. § 779.32)
  - ii. Placing a lien (Wis. Stat. § 779.32)
  - iii. Removing a lien (Wis. Stat. § 779.32)
  - iv. Enforcing a lien (Wis. Stat. § 779.32)
- c. Short Sale and Foreclosure Basics (*50 minutes*)
  - i. Listing short sale properties (Wis. Stat. § 452.133, Wis. Admin. Code Ch. REEB 16)
  - ii. Lender approval and addenda (Wis. Stat. § 452.133, Wis. Admin. Code Ch. REEB 16)
  - iii. Secondary offers (Relevant WB Offer, e.g., lines 312-317 of the WB-11)
  - iv. Foreclosures (Wis. Stat. Ch. 846, Wis. Stat. § 452.133)
- d. Avoiding Complaints and Litigation (*50 minutes*)
  - i. Addressing incompetence (Wis. Admin. Code § REEB 24.03(2)(a))
  - ii. Protect the public against fraud, misrepresentation and unethical practices (Wis. Admin. Code § REEB 24.03(2)(b))
  - iii. Be knowledgeable regarding laws, public policies and current market conditions (Wis. Admin. Code § REEB 24.03(2)(c))
- e. Waterfront Property (*50 minutes*)
  - i. Riparian rights (Wis. Const. Art. IX § 1)
  - ii. Zoning of shorelands on navigable waters (Wis. Stat. § 59.692)
  - iii. Wisconsin's Shoreland Protection Program (Wis. Admin. Code. Ch. 115)
  - iv. Lake districts and lake associations (Wis. Stat. Ch. 33)
- f. Cooperation with Out-of-State Licensees (*50 minutes*)
  - i. Referral Fees (Wis. Stat. § 452.19)
  - ii. WB-28 Cooperative Agreement (Wis. Stat. § 452.137)
  - iii. WB-29 Commercial Cooperative Agreement (Wis. Stat. § 452.137)
- g. Residential Buyer Agency/Tenant Representation – Residential (*50 minutes*)
  - i. WB-36 Buyer Agency/Tenant Representation Agreement
  - ii. WB-47 Amendment to Buyer Agency/Tenant Representation Agreement
- h. Protecting Your Business From the Unexpected (*50 minutes*)
  - i. Business organizations (Wis. Stat. Chs. 178, 179, 180, 183, Wis. Stat. §§ 452.01, 452.09, 452.10, 452.12)
  - ii. Transferring contracts (Wis. Stat. Ch. 180, WB-42 Amendment to Listing Contract, WB-47 Amendment to Buyer Agency/Tenant Representation Agreement)
  - iii. Trust accounts (Wis. Stat. § 452.13, Wis. Admin. Code Ch. REEB 18)
- i. Understanding the Role of Wisconsin Home Inspectors (*50 minutes*)
  - i. Mandatory inspection (Wis. Stat. Ch. 440, subch. XI, Wis. Admin. Code Ch. SPS 131)
  - ii. Optional inspection (Wis. Stat. Ch. 440, subch. XI, Wis. Admin. Code Ch. SPS 131)
  - iii. Prohibited conduct (Wis. Stat. Ch. 440, subch. XI, Wis. Admin. Code Ch. SPS 131)
  - iv. Inspection report, including use of the term defect (Wis. Stat. Ch. 440, subch. XI, Wis. Admin. Code Ch. SPS 131)

## 6. COURSE 6 - WISCONSIN REAL ESTATE TRANSACTIONS

- a. Wisconsin Vacant Land Listing and Offer to Purchase (*50 minutes*)
  - i. Contingencies (WB-13 Vacant Land Offer to Purchase, Wis. Admin. Code Ch. REEB 16)
  - ii. Financing (WB-13 Vacant Land Offer to Purchase, Wis. Admin. Code Ch. REEB 16)
  - iii. WB-3 Vacant Land Listing Contract Exclusive Right to Sell (Wis. Admin. Code Ch. REEB 16)
  - iv. Vacant land disclosure report (Wis. Stat. § 709.033)
  - v. Licensing and permits (WB-13 Vacant Land Offer to Purchase)
- b. Wisconsin Condominium Offer to Purchase (*50 minutes*)
  - i. WB-14 Residential Condominium Offer to Purchase (Wis. Admin. Code Ch. REEB 16)
  - ii. Financing for condominium transactions
  - iii. Condominium disclosure documents (Wis. Stat. § 703.33)
  - iv. Fees related to condominium transfer (Wis. Stat. §703.20, Wis. Stat. § 703.335)
  - v. Condominiums with 12 or fewer units (Wis. Stat. 703.365)
- c. Commercial Transaction Documents (*50 minutes*)
  - i. Letters of intent (Wis. Admin. Code Ch. REEB 16)
  - ii. Commercial leases (Wis. Admin. Code. Ch. REEB 16)
  - iii. Cooperation agreements with Out of State Licensees (OSL) (Wis. Stat. § 452.137. Wis. Admin. Ch. REEB 16)
- d. Risk Management (*50 minutes*)
  - i. Contract drafting (Wis. Stat. 452.133, Wis. Admin. Code Ch. REEB 16)
  - ii. Supervision (Wis. Stat. § 452.132)
  - iii. Independent Practice (Wis. Stat. 452.30)
  - iv. Independent contractor (Wis. Stat. 452.138)
- e. Negotiation Tools (*50 minutes*)
  - i. WB-44 Counter-Offer (Wis. Admin. Code Ch. REEB 16)
  - ii. WB-46 Multiple Counter-Proposal (Wis. Admin. Code Ch. REEB)
  - iii. Price Escalator/Accelerator Clauses (Wis. Admin. Code § REEB 16.05)
  - iv. Risks when waiving contingencies (Wis. Admin. Code §§ REEB 24.06, REEB 24.03)
- f. Land Use and Zoning (*50 minutes*)
  - i. Substandard lots (Wis. Stat. § 66.10015)
  - ii. Conditional use permits (Wis. Stat. § 59.69, Wis. Stat. § 60.61, Wis. Stat. § 62.23)
  - iii. Vested rights (Wis. Stat. § 66.100015(2)(b))
  - v. Variances and nonconforming use (Wis. Stat. Chs. 59-60)
  - vi. Eminent domain (Wis. Const. Art. I § 13)
- g. Commercial Buyer Agency/Tenant Representation (*50 minutes*)
  - i. WB-38 Commercial Buyer Agency/Tenant Representation Agreement
  - ii. WB-47 Amendment to Buyer Agency/Tenant Representation Agreement
- h. Explaining Multiple Representation (*50 minutes*)
  - i. Client or customer (Wis. Stat. 452.01)
  - ii. Rejection of multiple representation (Wis. Stat. § 452.134, Wis. Stat. § 452.135, Relevant WB Listing Contract, e.g. lines 113-119 of the WB-1)
  - iii. Multiple representation with designated agency (Wis. Stat. § 452.134, Wis. Stat. § 452.135, Relevant WB Listing Contract, e.g. lines 113-119 of the WB-1)
  - iv. Multiple representation without designated agency (Wis. Stat. § 452.134, Wis. Stat. § 452.135, Relevant WB Listing Contract, e.g. lines 113-119 of the WB-1)

- i. Delivery and Binding Acceptance (*50 minutes*)
  - i. Forms of Delivery in the WB Offer to Purchase: Personal delivery, U.S. Mail, commercial delivery, fax, email (Relevant WB Offer, e.g. lines 34-54 of the WB-11)
  - ii. Acceptance/Binding Acceptance Relevant (Relevant WB Offer, e.g. lines 23-30 of the WB-11)
  - iii. Deadlines (Relevant WB Offer, e.g. lines 174-181 of the WB-11)
  - iv. Actual Receipt (Relevant WB Offer, e.g. lines 62-63 of the WB-11)

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