



**VIRTUAL/ TELECONFERENCE
REAL ESTATE EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Will Johnson (608) 266-2112
June 18, 2026**

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

9:30 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of April 23, 2026 (5-8)**
- C. Introductions, Announcements, and Recognition**
 - 1. Introduction and Welcome: DPS Secretary Hereth
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. Administrative Matters – Discussion and Consideration**
 - 1. Department, Staff and Board Updates
 - 2. Board Members – Term Expiration Dates
 - a. Berry, Jeffery K. – 7/1/2026
 - b. Kaleka, Gurmit S. – 7/1/2029
 - c. Lauer, Elizabeth A. – 7/1/2026
 - d. Mays, Sonya G. – 7/1/2028
 - e. McKinney, Stacey J. – 7/1/2029
 - f. Pierce, Dennis M. – 7/1/2013
 - g. Richie, Thomas J. – 7/1/2026
- F. 9:30 A.M. Preliminary Public Hearing on Scope Statement SS 028-26 for REEB 11, 15, 16, 24, and 15 relating to Marketing, Advertising, and Compensation (9-10)**
- G. Administrative Rules Matters – Discussion and Consideration (11-13)**
 - 1. Discussion of Public Comments on Proposed Scope Statement
 - 2. Pending or Possible Rulemaking Projects
- H. Council on Real Estate Curriculum and Examinations Recommendation for 2027-2028 Continuing Education Curriculum (14-19)**

- I. Legislative and Policy Matters – Discussion and Consideration
- J. Disciplinary Trends in Real Estate – Discussion and Consideration
- K. Practice Considerations – Antitrust Settlement
- L. Report and Possible Action from the Real Estate Contractual Forms Advisory Council – Discussion and Consideration (20)**
- M. Newsletter Matters – Discussion and Consideration
- N. Discussion and Consideration of Items Added After Preparation of Agenda:
 - 1. Introductions, Announcements and Recognition
 - 2. Administrative Matters
 - 3. Election of Officers
 - 4. Appointment of Liaisons and Alternates
 - 5. Delegation of Authorities
 - 6. Education and Examination Matters
 - 7. Credentialing Matters
 - 8. Practice Matters
 - 9. Legislative and Policy Matters
 - 10. Public Health Emergencies
 - 11. Administrative Rule Matters
 - 12. Liaison Reports
 - 13. Board Liaison Training and Appointment of Mentors
 - 14. Informational Items
 - 15. Division of Legal Services and Compliance (DLSC) Matters
 - 16. Presentations of Petitions for Summary Suspension
 - 17. Petitions for Designation of Hearing Examiner
 - 18. Presentation of Stipulations, Final Decisions and Orders
 - 19. Presentation of Proposed Final Decisions and Orders
 - 20. Presentation of Interim Orders
 - 21. Petitions for Re-Hearing
 - 22. Petitions for Assessments
 - 23. Petitions to Vacate Orders
 - 24. Requests for Disciplinary Proceeding Presentations
 - 25. Motions
 - 26. Petitions
 - 27. Appearances from Requests Received or Renewed
 - 28. Speaking Engagements, Travel, or Public Relation Requests, and Reports
- O. 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.).

P. Deliberation on Department of Legal Services and Compliance (DLSC) Matters

1. Proposed Stipulations, Final Decisions and Orders

- a. 21 REB 081 – Monica M. Thompson and Alm Realty Milwaukee Inc. **(21-28)**
- b. 22 REB 095 – Nicholas M. Bolen and Bolen Realty Inc. **(29-36)**
- c. 25 REB 0014 – Corbin S. Lasier **(37-42)**

2. Case Closings

- a. 23 REB 010 – K.M.S., W.D.K., and C.T.A. **(43-51)**
- b. 23 REB 034 – T.M.C. and R.P.M. **(52-60)**
- c. 23 REB 157 – D.D. and C.B.H. **(61-65)**

Q. Deliberation on Proposed Final Decisions and Orders

1. Jane M. Juza – DHA Case Number SPS-26-0002/DLSC Case Number 21 REB 014 **(66-77)**

R. Monitoring Matters

1. Doug W. Noot – Requesting Full Licensure **(78-103)**

S. Deliberation of Items Added After Preparation of the Agenda

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Monitoring Matters
5. Professional Assistance Procedure (PAP) Matters
6. Petitions for Summary Suspensions
7. Petitions for Designation of Hearing Examiner
8. Proposed Stipulations, Final Decisions and Order
9. Proposed Interim Orders
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decisions and Orders
13. Matters Relating to Costs/Orders Fixing Costs
14. Case Closings
15. Board Liaison Training
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

T. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: AUGUST 27, 2026

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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
REAL ESTATE EXAMINING BOARD
MEETING MINUTES
APRIL 23, 2026**

PRESENT: Jeffery Berry, Gurmit Kaleka (*arrived at 9:42 a.m.*), Elizabeth Lauer, Sonya Mays (*arrived at 9:41 a.m.*), Stacey McKinney, Thomas Richie

ABSENT: Dennis Pierce

STAFF: Will Johnson, Executive Director; Jameson Whitney, Legal Counsel; Jake Pelegrin, Administrative Rule Coordinator; Ashley Sarnosky, Board Administrative Specialist; and Other Department Staff

CALL TO ORDER

Thomas Richie, Chairperson, called the meeting to order at 9:36 a.m. A quorum was confirmed with four (4) members present.

ADOPTION OF AGENDA

MOTION: Thomas Richie moved, seconded by Jeffery Berry, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF FEBRUARY 19, 2026

MOTION: Elizabeth Lauer moved, seconded by Jeffery Berry, to approve the Minutes of February 19, 2026 as published. Motion carried unanimously.

Stacey McKinney arrived at 9:41 a.m.

Gurmit Kaleka arrived at 9:42 a.m.

Gurmit Kaleka left at 9:45 a.m.

ADMINISTRATIVE RULES MATTERS

Potential Scope Statement on 2025 WI Act 69

MOTION: Jeffery Berry moved, seconded by Elizabeth Lauer, authorize the Chair or Vice Chair to approve the scope statement revising rules REEB 11, 15, 16, 24, 25 relating to Marketing, Advertising, and Compensation for submittal to the Governor's Office and for publication in the Register. Additionally, the board authorizes the Chair or Vice Chair to approve the scope statement for implementation no less than 10 days after publication. If the board is directed to hold a preliminary public hearing on the scope statement, the Chair or Vice Chair is authorized to approve the required notice of hearing. Motion carried unanimously.

CLOSED SESSION

MOTION: Jeffery Berry moved, seconded by Elizabeth Lauer, 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.). Thomas Richie, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Jeffery Berry-yes; Elizabeth Lauer-yes; Sonya Mays-yes; Stacey McKinney-yes; and Thomas Richie-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:07 a.m.

Elizabeth Lauer left at 10:47 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Proposed Stipulations, Final Decisions and Orders

23 REB 015 – Jeff R. Scrima and Tenderland Real Estate LLC

MOTION: Stacey McKinney moved, seconded by Jeffery Berry, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Jeff R. Scrima and Tenderland Real Estate LLC, DLSC Case Number 23 REB 015. Motion carried unanimously.

MOTION: Thomas Richie moved, seconded by Jeffery Berry, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 22 REB 065 – Marine H. Yoo, Yoo Realty Group LLC and M2 Realty LLC
2. 23 REB 014 – Michael J. Day
3. 23 REB 017 – Jason R. Syens, Melanie Marie Ula and eXp Realty LLC
4. 24 REB 019 – Stephen J. Taylor

Motion carried unanimously.

Administrative Warnings

MOTION: Sonya Mays moved, seconded by Thomas Richie, to issue an Administrative Warning in the following DLSC cases:

1. 22 REB 082 – T.I.W.
2. 23 REB 017 – L.A.B.
3. 23 REB 119 – K.D.

4. 25 REB 0198 – C.W.W. and Y.B.R.L.

5. 25 REB 0210 – K.P.

Motion carried unanimously.

Case Closings

MOTION: Thomas Richie moved, seconded by Stacey McKinney, to close the following DLSC Cases for the reasons outlined below:

1. 22 REB 065 – M.R.Y. – Insufficient Evidence
2. 22 REB 082 – D.K. – Prosecutorial Discretion (P1)
3. 22 REB 082 – G.W. – Insufficient Evidence
4. 22 REB 082 – W.W.P. – Prosecutorial Discretion (P1)
5. 23 REB 014 – D.P.M.L. – Lack of Jurisdiction (L2)
6. 23 REB 017 – D.C. – Insufficient Evidence
7. 23 REB 056 – J.G.G. and R.E.S.O.L. – Prosecutorial Discretion (P2)
8. 23 REB 078 – P.P. and H.P.B. – Prosecutorial Discretion (P5)
9. 23 REB 118 – C.W. – No Violation
10. 23 REB 118 – D.M.N. – Insufficient Evidence
11. 23 REB 118 – M.E.R.L. – No Violation
12. 23 REB 119 – S.K and L.F.C.R.L. – Insufficient Evidence
13. 23 REB 127 – J.J. – Prosecutorial Discretion (P1)
14. 23 REB 137 – M.J.M. – Prosecutorial Discretion (P5)
15. 23 REB 138 – K.L.C. – Insufficient Evidence
16. 23 REB 166 – E.P.M. – No Violation
17. 23 REB 166 – M.D.C. – No Violation
18. 23 REB 166 – T.A.C. – Insufficient Evidence
19. 25 REB 0029 – J.R.S. – Prosecutorial Discretion (P1)

Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Thomas Richie moved, seconded by Stacey McKinney, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 11:03 a.m.

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

MOTION: Thomas Richie moved, seconded by Stacey McKinney, 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.)

ADJOURNMENT

MOTION: Sonya Mays moved, seconded by Stacey McKinney, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:05 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator		2) Date when request submitted: 6/5/26 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting																					
3) Name of Board, Committee, Council, Sections: Real Estate Examining Board																							
4) Meeting Date: 6/18/26	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 9:30am Preliminary Public Hearing on Scope Statement SS 028-26 for REEB 11, 15, 16, 24, 25 relating to Marketing, Advertising, Compensation																					
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A																					
10) Describe the issue and action that should be addressed: Attachments: -Notice of Public Hearing																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">11)</td> <td style="width: 50%; text-align: center;">Authorization</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td style="text-align: center;"><i>Jake Pelegrin</i></td> <td></td> <td style="text-align: center;">6/5/26</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Signature of person making this request</td> <td colspan="2" style="border-top: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Supervisor (if required)</td> <td colspan="2" style="border-top: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td colspan="2" style="border-top: 1px solid black; text-align: right;">Date</td> </tr> </table>				11)	Authorization				<i>Jake Pelegrin</i>		6/5/26	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	
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Notice of Preliminary Public Hearing

The Real Estate Examining Board announces that it will hold a preliminary public hearing on the proposed Scope Statement SS 028-26. This proposed scope statement addresses rules REEB 11, 15, 16, 24, 25 relating to Marketing, Advertising, and Compensation. The hearing will be at the time and place shown below.

Hearing Information

Date: June 18, 2026

Time: 9:30 A.M.

Location: Information concerning the location of the hearing will be available at:

<https://dsps.wi.gov/Pages/BoardsCouncils/RealEstate/Meetings.aspx>

Appearances at the Hearing and Submittal of Written Comments

The scope may be reviewed and comments submitted at:

[Statements of Scope](#)

Comments may also be submitted to Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Office of Chief Legal Counsel, P.O. Box 14497, Madison, WI 53708-0497, email at DSPSAdminRules@wisconsin.gov.

Comments must be received at or before the public hearing to be included in the record of rulemaking proceedings.

Initial Regulatory Flexibility Analysis

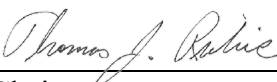
The proposed rule will not have an effect on small businesses, as defined under s. 227.114 (1).

Agency Small Business Regulatory Coordinator

The Department's Regulatory Review Coordinator may be contacted at

Jennifer.Garrett@wisconsin.gov or by calling (608) 266-2112.

This Notice of Preliminary Hearing on Statement of Scope is approved by:


Chair

05/15/2026

Date

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

AGENDA REQUEST FORM

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3) Name of Board, Committee, Council, Sections: Real Estate Examining Board																		
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STATEMENT OF SCOPE

REAL ESTATE EXAMINING BOARD

Rule No.: REEB 11, 15, 16, 24, 25

Relating to: Marketing, Advertising, and Compensation

Rule Type: Permanent

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

N/A

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

The objective of the proposed rule is to update the administrative code of the Real Estate Examining Board in line with 2025 Wisconsin Act 69. This Act will make changes to laws governing real estate practice, specifically in marketing, advertising, and compensation. The Board has identified the need to discuss and consider updating several code chapters in line with the Act. The Board will consider rulemaking for that purpose and for making other updates deemed necessary.

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:

2025 Wisconsin Act 69 makes a variety of changes to laws governing real estate practice. These changes will be in chapter 452 of the Wisconsin Statutes. The Act makes a minor clarification regarding compensation in providing brokerage services. The Act creates new requirements for a listing firm when listing a residential property containing one to 4 dwelling units. These new requirements are generally related to marketing and advertising. They require the listing firm to publicly market and advertise the property unless the owner specifically opts out. It also requires the Board to develop a consumer brochure to promote and explain the benefits of publicly marketing properties for sale. Regarding advertising by licensees, the Act creates a requirement for a disclaimer if images of a property in advertising have been enhanced by technology. Regarding fees and commissions, the Act prohibits firm-to-firm compensation for brokerage services involving a residential property with one to 4 dwelling units. The Act clarifies that in transactions involving a residential property with one to 4 units, for a seller to compensate a non-listing firm for brokerage services, or for a non-listing firm to receive compensation from a party other than their client, these must be expressly stated in the offer or contract.

Wisconsin Administrative Code chapters REEB 11, 15, 16, 24, and 25 contain subject matters that could be affected by these statutory changes. The code chapters cover authority and definitions, obligation to furnish copies and maintain records, approved forms and legal advice, conduct and ethical practices, and education. The Board has identified the need to review these chapters and propose updates in line with the statutory changes. The board may also consider other code updates deemed necessary.

The alternative to pursuing this rule project is that the administrative code could become out of line with statute, causing confusion and lack of clarity on regulations. The code could lack needed updates to keep in step with current law and the industry.

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

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

Section 452.07 (3), Stats.: “The board may promulgate rules regarding advertising by brokers or salespersons that do not conflict with s. 452.136.”

Section 452.05 (1) (c), Stats., states that “[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) and approve such programs and sessions in accordance with the established criteria.”

Section 452.05 (1) (d), Stats., states that “[the board ... shall] After consultation with the council on real estate curriculum and examinations, brokers and salespersons licensed under this chapter, and interested members of the public, establish criteria for the approval of continuing educational programs and courses in real estate related subjects required for renewal under s. 452.12 (5) (c).”

Section 15.08 (5) (b), Stats., states that each examining board “[s]hall 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.”

Section 227.11 (2) (a), Stats., states that an agency “may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if the rule exceeds the bounds of correct interpretation.”

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

Approximately 100 hours.

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

Real estate brokers, salespersons, and firms in Wisconsin.

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. This rule is not likely to have a significant economic impact on small businesses.

Contact Person: Jake Pelegrin, 608-267-0989, DSPSAdminRules@wisconsin.gov.

Approved for publication:



Authorized Signature

2/24/2026

Date Submitted

Approved for implementation:

Authorized Signature

Date Submitted

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Will Johnson, Executive Director		2) Date When Request Submitted: 06/03/2026 Items will be considered late if submitted after 4:30 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others	
3) Name of Board, Committee, Council, Sections: Real Estate Examining Board			
4) Meeting Date: 06/18/2026	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Council on Real Estate Curriculum and Examinations Recommendation for 2027-2028 Continuing Education Curriculum	
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 (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:			
11) Authorization			
Will Johnson		06/03/2026	
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 Board Admin Specialist prior to the start of a meeting.			

2027-2028 CE Topics for Consideration by the Council on Real Estate Curriculum and Examinations

Under the 2027-2028 Continuing Education:

- Licensees are required to complete 18 hours of continuing education.
- Each approved hour will be 50 minutes of instruction.
- Each approved hour will be followed by a 5 question exam.
- Each licensee must complete 12 hours of mandatory content and 6 hours of electives.
 - All licensees will complete the same 12 hours of mandatory education.
 - For the electives, a licensee can complete the six pre-approved electives or other electives submitted by a provider that meet the elective requirements.
 - Electives must:
 - Be specific to Wisconsin real estate.
 - Include instruction on Wisconsin forms, Wisconsin law, Wisconsin administrative code or a combination of these topics.
 - Elective topics must be instructional in nature with a goal of increasing or maintaining a Wisconsin licensee's competence to practice real estate.
 - Designation Courses approved by the National Association of REALTORS® may be used to satisfy elective hours. For example, a 3-hour Designation Course may be used to satisfy 3 elective hours.
- A licensee will receive a certificate of completion for each hour of education successfully completed.
- Approved providers that incorporate WB forms into continuing education must use the current version of the WB forms and all content references to statutes and rules must be current.
- Approved providers may offer hours of instruction in blocks such as a 3-hour block, a 6-hour block, or some other configuration followed by an exam comprised of 5 questions for each hour of instruction.

Mandatory Hours

1. Commissions and Fees in the Wisconsin Agency Agreements*

- a. Antitrust (15 U.S.C. §§ 1-7, as applicable)
- b. Commissions and fees (Commission section of WB listing contracts and buyer agency agreements, Marketing section of WB listing contracts, seller compensation to a firm in the WB offers, Articles 7 and 17 of the NAR Code of Ethics)
- c. Protected buyers and properties (Protected buyers section of WB listing contracts and protected properties section of WB buyer agency agreements)
- d. Referral fees and RESPA (Wis. Stat. § 452.133(3), Wis. Stat. § 452.19, 12 C.F.R. § 1024, Article 6 of the NAR Code of Ethics)

2. Drafting Enforceable Contracts*

- a. Deadlines and delivery (Acceptance, binding acceptance, and delivery section of WB offers to purchase, Wis. Admin. Code § REEB 24.13, Article 1 of the NAR Code of Ethics)
- b. Parties to the contract, signatures and initials (Wis. Stat. § 706.02, Wis. Admin. Code § REEB 24.08)
- c. Addenda (Wis. Admin. Code § REEB 16.06)

3. Access to Property and Showing Duties*

- a. Open houses and showings (Cooperation, Access to Property or Offer Presentation, Seller Cooperation with Marketing Efforts, and Open House and Showing Responsibilities sections of WB listing contracts, applicable fair housing laws, Article 1 of the NAR Code of Ethics)
- b. Access for third-parties (Inspections and Testing and Buyer's Pre-closing Walk-through sections of WB offers)
- c. Discipline (Wis. Stat. § 452.14, Articles 1 and 3 of NAR Code of Ethics)

4. Agency Law in Wisconsin*

- a. Disclosure of agency (Wis. Stat. § 452.135, Wis. Stat. § 452.133, Wis. Admin. Code § REEB 24.07(8))
- b. Multiple representation (Wis. Stat. § 452.134)
- c. Buyer agency (Wis. Stat. § 452.134, Wis. Stat. § 452.133, Articles 1 and 9 of the NAR Code of Ethics, WB buyer agency agreements)

5. Wisconsin Legislative Updates

- a. New or revised statutes
- b. New or revised administrative code
- c. Repealed statutes or administrative code, if any

Upon approval by the DSPS, Wisconsin REALTOR® & Government Day will satisfy Wisconsin Legislative Updates.

6. Wisconsin Case Law Related to Real Estate

- a. Relevant case law related to licensing law, if available
- b. Relevant case law related to land use, if available
- c. Relevant case law related to general real estate, if available

7. Seller and Licensee Disclosures*

- a. Seller disclosure (Wis. Stat. Ch. 709, Property Condition Representations section of WB offers to purchase)
- b. Licensee disclosure (Wis. Stat. § 452.133, Wis. Admin. Code § REEB 24.07, Article 2 of the NAR Code of Ethics)
- c. Exceptions (Wis. Stat. §§ 452.23-24)
- d. Wholesaling (Wis. Stat. § 710.13)

8. Inspection Contingency in the Wisconsin Transaction*

- a. Inspection contingency (Inspection Contingency in WB offers to purchase, WB-40 Amendment to Offer to Purchase, WB-41 Notice Relating to Offer to Purchase, Article 2 of the NAR Code of Ethics)
- b. Inspection report (Wis. Stat. § 440.975, Wis. Stat. § 452.133(1))
- c. Unauthorized inspection or test (Inspections and testing in WB offers to purchase)

9. Technology Tools in Real Estate

- a. Disclosure (Wis. Stat. § 452.136(1m))
- b. Seller surveillance (Wis. Stat. § 995.60)
- c. Safety, seller impersonation fraud, mortgage fraud, and other risks (Wis. Admin. Code § REEB 24.03(2), Wis. Admin. Code § REEB 24.07(4), U.S. Secret Service Cyber Crimes Division, Wisconsin Department of Justice, WB-42 Amendment to Listing Contract)

10. Fair Housing Case Studies**

- a. State fair housing law and enforcement (Wis. Stat. § 106.50, Wisconsin Department of Workforce Development, Article 10 of the NAR Code of Ethics)
- b. Federal fair housing law and enforcement (42 U.S.C. Ch. 45, 42 U.S.C. § 3612, Housing and Urban Development and Department of Justice, Article 10 of NAR Code of Ethics)

11. Fair Housing in Wisconsin Real Estate Practice**

- a. Advertising (Wis. Stat. § 452.136, Article 10 of NAR Code of Ethics)
- b. Written proposals and presentation (Wis. Admin. Code § REEB 24.13)
- c. Reasonable accommodations (42 U.S.C. Ch. 45)

12. The Unauthorized Practice of Law and Risk Reduction*

- a. Scope of contract drafting (Wis. Admin. Code § REEB 24.06, Wis. Admin. Code § 16.05, Article 13 of NAR Code of Ethics)
- b. Post-closing disputes (*State ex rel. Reynolds v. Dinger*, 14 Wis.2d 193 (1961), Wis. Stat. §452.40(2), Wis. Admin. Code § REEB 24.06, Article 13 of NAR Code of Ethics)
- c. Refer parties to appropriate professional (Wis. Admin. Code § REEB 24.06, Wis. Admin. Code § REEB 24.03)

*Includes National Association of REALTORS® (NAR) Code of Ethics training

**Includes National Association of REALTORS® (NAR) Fair Housing training

Elective Hours

13. Advertising, Marketing, and Incentives

- a. Authority to advertise (Wis. Stat. § 452.136, Article 12 of NAR Code of Ethics)
- b. Personal property and fixtures (Included/Not Included section of WB listing contracts and WB offers to purchase, Marketing section of WB listing contracts)
- c. Incentives to consumers (Wis. Stat. § 452.19, Wis. Stat. §§ 945.01 and 945.02)

14. Financing and Appraisals in the Wisconsin Transaction

- a. Financing commitment contingency and cash offers (Financing Commitment Contingency and If This Offer is Not Contingent on Financing section of the WB offers to purchase)
- b. Avoiding mortgage fraud (Wis. Admin. Code § REEB 24.07(4), Wis. Admin. Code § REEB 24.085)
- c. Appraisal contingency (Appraisal Contingency section of the relevant WB offers to purchase)

15. Common Closing Issues in the Wisconsin Real Estate Transactions

- a. Pre- and post-closing occupancy (Applicable occupancy provision and addendum to WB offers to purchase, Wis. Stat. § 452.40)
- b. Property damage after acceptance (Maintenance, Property Damage Between Acceptance and Closing provisions of WB offers to purchase, Wis. Stat. § 452.40, WB-40 Amendment to Offer to Purchase)
- c. Default (Closing and Default provisions of WB offers to purchase, Wis. Admin. Code § REEB 18.09, Wis. Admin. Code § REEB 24.06)

16. Licensee Principals and Personal Transactions

- a. Disclosure (Wis. Stat. § 452.133(3), Wis. Admin. Code § REEB 24.05, Article 1 and 4 of the NAR Code of Ethics)
- b. Parties to the contract (Wis. Stat. § 452.133(3), Wis. Admin. Code § REEB 24.05)
- c. Incentives in the WB offers to purchase (Wis. Stat. § 452.19)

17. Bump Clause, Closing of Buyer's Property Contingency, and Secondary Offers

- a. Bump clause (Bump Clause of WB offers to purchase, WB-41 Notice Relating to Offer to Purchase, Wis. Admin. Code § REEB 24.12(1), Article 3 of the NAR Code of Ethics)
- b. Closing of Buyer's Property Contingency (Closing of Buyer's Property Contingency of WB offers to purchase, WB-41 Notice Relating to Offer to Purchase, Wis. Admin. Code § REEB 24.12(1))
- c. Secondary offers (Secondary offer provision of WB offers to purchase, WB-41 Notice Relating to Offer to Purchase, WB-45 Cancellation Agreement and Mutual Release, Article 1 of the NAR Code of Ethics)

18. Other Approved Forms

- a. Amending agency agreements (WB-42 Amendment to Listing Contract, WB-47 Amendment to Buyer Agency or Tenant Representation Agreement, WB-45 Cancellation Agreement and Mutual Release, Article 16 of the NAR Code of Ethics, Wis. Stat. § 452.40(2))
- b. Counter-Offer and counter-proposals (WB-44 Counter-Offer, WB-46 Multiple Counter-Proposal, Wis. Admin. Code § REEB 24.13)

- c. Option to purchase, simultaneous exchange agreement, and bill of sale (WB-24 Option to Purchase, WB-35 Simultaneous Exchange Agreement, WB-25 Bill of Sale, Wis. Admin. Code § REEB 24.03(2))

Other electives may be submitted for approval to the DSPS by a pre-approved provider of all mandatory courses for the 2026-2027 biennium. Electives must be Wisconsin specific and must include instruction on Wisconsin forms, Wisconsin law, Wisconsin administrative code or a combination of these topics.

Routine sales meetings held by a Wisconsin firm or other routine instruction such as marketing strategies, how to use software for completing forms, manage contacts, or using a multiple listing service shall not qualify for elective credit.

Memo

To: WI DSPS Real Estate Examining Board

From: Sonya Mays, DSPS Real Estate Contractual Forms Advisory Council

Date: June 10, 2026

Re: WB Forms Update Relating to the 2025 WI Act 69

On May 21, 2026, the Real Estate Contractual Forms Advisory Council met to discuss and review proposed revisions to the WB Forms relating to the 2025 Wisconsin Act 69 law that will become effective as of January 1, 2027.

Per the 1/15/26 Memo from the WRA Staff, the new law will impact the following 3 key areas:

- Marketing of listed property
- Cooperating firm compensation
- Technology-enhanced advertising

On April 23, 2026, the Real Estate Examining Board approved the RE Contractual Forms Advisory Council Motions to review and update the following eighteen (18) forms:

WB-1, WB-2, WB-3, WB-4, WB-11, WB-12, WB-13, WB-14, WB-24, WB-37

WB-5, WB-6, WB-15, WB-16, WB-17, WB-36, WB-38 and WB-39

At the April 23, 2026 REEB meeting, the Board also approved the RE Contractual Forms Advisory Council Motion to create a draft consumer brochure to accompany the updated WB forms for compliance with the 25 WI Act 69 for Board consideration.

The council will continue to review and discuss the proposed changes to the related WB forms for Board consideration with an anticipated final draft for the Board's August 27th or October 29th meeting.