



March 22, 2012

Dear:

We are sending this letter to you because you are an active status Idaho designated broker.

1. Enhancements have been made to IREC's online licensing services. A designated broker may now make the following license changes online:
 - a. Inactivate his or her own license and close the brokerage; or
 - b. Remove himself or herself as the DB from one company (when acting as the DB for more than one brokerage) without inactivating the company; or
 - c. Remove the managing branch manager from a licensed branch office.

A revised Notice of Broker Change form has been posted on the IREC website. This new form should be submitted to IREC only when a broker becomes the designated broker or managing branch manager for an existing office. We appreciate your assistance in letting us know if there are any bugs in the new services, or if you have suggestions for how we can make these processes work more easily.

2. You will now receive an automatic e-mail notification from "licensing@irec.idaho.gov" when a sales associate's license has expired, if you have an e-mail address in the IREC database. To ensure you receive these e-mail notices, please log in to the online services to make sure your contact information includes a current e-mail address. The system is also programmed to send an e-mail notice if an associate is removed from your company or is otherwise made inactive.

3. A brokerage that is an LLC, corporation, or other business entity registered with the Idaho Secretary of State must remain in continuous good standing with the Secretary of State. An entity whose registration has been revoked or terminated may not hold a license from the Real Estate Commission. Staff is presently reviewing the status of all licensed entities; if you operate your brokerage as an entity other than a sole proprietorship, please make sure your company status is up to date.

Please contact the Commission office if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Marvis J. Brice". The signature is written in black ink and is positioned below the word "Sincerely,".

Marvis Brice, Chair
Idaho Real Estate Commission