

<b>BROKERAGE VERIFICATION REPORT</b> <b>ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION</b> <b>DIVISION OF PROFESSIONAL REGULATION</b> <b>REAL ESTATE PROFESSIONS</b> <small>(Only to be used with the authorization of a Real Estate Professions Examiner)</small>	<b>Reference Number</b>
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<b>Name:</b> _____	<b>License Number:</b> _____
<b>d/b/a:</b> _____	<b>Telephone:</b> _____
<b>Address:</b> _____	<b>E-Mail :</b> _____
<b>City, State Zip:</b> _____	<b>County:</b> _____

Statutory Reference	Description	Licensees responses
<b>OFFICE</b>		
5-45 (d)	Do you maintain a definite place of business?	
5-45 (d) 1450.725	Do you have an identification sign conspicuously displayed on the outside of your place of business?	
5-45 (d) 20-20 (a)(4)	Is your real estate office located in a separate and distinct area, away from any retail or financial business establishment?	
5-26 (c) 5-27 (d) 1450.730	Is your (and all sponsored licensees) current license readily available to the public at the sponsoring place of business?	
1450.120	Do you operate under an assumed name (d/b/a) or any name other than what appears on your license? <b>List name(s) and attach a copy of your assumed name (d/b/a) filing or certificate.</b>	
1450.610	How many branch offices do you operate? <b>Attach a list of the name and address of each branch office.</b>	
20-20 (a)(13)	Do you operate a franchise? <b>List the franchise.</b>	
20-20 (a)(13)	Are you a member of a real estate organization? <b>List the organizations.</b>	
<b>LICENSEES, AGENTS &amp; ASSISTANTS</b>		
10-20 1450.735	How many licensees do you sponsor? <b>Attach a list of all sponsored licensee(s) including the name and license number.</b>	
10-5 (c) 10-20 (d) 1450.740 (g)	Do you, or any of your sponsored licensees, utilize the service of a <u>licensed</u> assistant? <b>Attach a list of all licensed assistant(s) including the name and license number.</b>	
1450.740 (b) 1450.740(c)	Do you, or any of your sponsored licensees, utilize the service of an <u>unlicensed</u> assistant? <b>Attach a list of all unlicensed assistant(s).</b>	
10-20 (e) 1450.745	Have any of your sponsored licensees formed their own corporation for indirect payment? <b>Attach a list of all licensees including the name and license number.</b>	
<b>COMPANY LICENSURE</b>		
5-15 (b) 20-20 (a)(6) 1450.600 (c)	Do you operate as a corporation and maintain an Illinois charter (corporate status), issued by the Illinois Secretary of State? <b>Attach a copy of your Articles of Incorporation filed with the SOS and last annual report</b>	
5-15 (c) 20-20 (a)(6) 1450.600 (e)&(f)	Do you act as a partnership or an Illinois limited liability partnership (LLP) and receive an Illinois letter of approval, issued by the Illinois Secretary of State? <b>Attach a copy of your letter of authorization from the SOS</b>	
5-15 (d) 20-20 (a)(6) 1450.600 (d)	Do you act as a limited liability company (LLC) maintaining an Illinois organization (status), issued by the Illinois Secretary of State? <b>Attach a copy of your Articles of Organization from the SOS</b>	

**LIST THE NAMES OF ALL CORPORATE OFFICERS, GENERAL PARTNERS, MANAGERS AND MEMBERS**

Title	Name	License Number

**LIST THE NAMES OF ALL SHAREHOLDERS AND/OR ANYONE WITH AN OWNERSHIP INTEREST**

Name	Percentage of Ownership	License Number

Statutory Reference	Description	Licensees responses
<b>BROKERAGE AGREEMENTS &amp; CONTRACTS</b>		
	Do you or anyone you sponsor conduct real estate activity for others?	
1450.770 1450.775	Have you or anyone you sponsor had any sales, listings, property management or rental agreements during the past 3 years? <b>Attach a list of your closed agreements for the last 12 months and list of pending sales (include the type of transaction, property address and agreement date).</b> <b>If you have not had a transaction within the last 12 months, provide a list of your transactions for the last 3 years (include the type of transaction, property address and agreement date).</b>	
10-27 1450.765	Have you or anyone you sponsor had any interest, direct or indirect, in property that was subject of a brokerage transaction during the past 3 years? <b>Attach a list of your transactions (include the type of transaction, property address and agreement date).</b>	
<b>ADVERTISING</b>		
10-30 1450.715; 1450.720	What forms of advertising do you utilize?	
10-35 (a)	Do you sell or share consumer information gathered from or through the Internet or other electronic communication media?	
<b>DUAL AGENCY</b>		
15-45 1450.820	Do you, or your agents, act as dual agents? <b>Attach a list of your dual agency transactions for the last 12 months (include the property address and agreement date).</b> <b>If you have not had a dual transaction within the last 12 months, provide a list for the last 3 years (include the property address and agreement date).</b>	
<b>GUARANTEED SALES PLAN</b>		
20-20 (a)(29)	Do you offer a guaranteed sales plan? <b>Provide a copy of your guaranteed sales plan.</b>	
<b>ESCROW</b>		
1450.750	Do you collect, hold, or maintain escrow money? If yes, please complete the following escrow account information.	

Account Name:	Account Number:
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Name of Bank:	Signatory (Include License Number)
Bank Address:	Signatory (Include License Number)
	Signatory (Include License Number)

**RECORD KEEPING**

1450.755	Do you maintain transaction records (listings, sales, property management, lease, buyer representation -- including but not limited to closed, cancelled, expired or withdrawn); escrow records; employment agreements and records reflecting payment of compensation for 5 years?	
1450.755 (a)(2)	Do you maintain escrow records for the immediate prior 2 year period in the office location?	
1450.755 (a)(3)(C)	Do you maintain in the office location those transaction records involving any active or pending transaction or representation, or any transaction to which escrow funds or monies belonging to others have been received and not yet disbursed?	
1450.755 (b)	Are records kept electronically?	
1450.755 (b)	If records are kept electronically, is a backup performed at least monthly?	
1450.755 (b)	Is the escrow journal reduced to hard copy and kept at the office of the sponsoring broker for 60 days?	

**SUPERVISION**

10-40 1450.705	As managing broker, do you exercise supervision over the activities of licensees and unlicensed assistants working in this office by implementing office policies and procedures established by the sponsoring broker?	
10-40 1450.705 (a)(2)	Do you have special rules and agreements in place regarding the conduct of licensed assistants and/or teams?	
1450.705 (a)(2)	Describe the training program for licensees and unlicensed assistants.	
1450.705 (a)(3)	As managing broker, do you assist licensees as necessary in real estate transactions?	
1450.705 (a)(4)	As managing broker, do you supervise the special (escrow) accounts to ensure compliance with the special (escrow) account provisions of the Act and Rules?	
1450.705 (a)(5)	As managing broker, do you supervise all advertising of any service for which a license is required?	
1450.705 (a)(6)	As managing broker, do you familiarize sponsored licensees with the requirements of federal and state laws relating to the practice of real estate?	

I, \_\_\_\_\_, hereby submit this Brokerage Verification Report and certify that all statements made are true and correct.

Broker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS:**

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