

BROKERAGE VERIFICATION REPORT
ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
DIVISION OF PROFESSIONAL REGULATION
REAL ESTATE PROFESSIONS

Reference Number _____

(Only to be used with the authorization of a Real Estate Professions Examiner)

Name: _____	License Number: _____
d/b/a: _____	Telephone: _____
Address: _____	E-Mail : _____
City, State Zip: _____	County: _____

Statutory Reference	Description	Licensees responses
OFFICE		
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?	
5-27 (d) 1450.730	Is your (and all sponsored licensees) current license readily available to the public at the 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? List name(s) and attach a copy of your assumed name (d/b/a) filing or certificate	
1450.610	How many branch offices do you operate? Attach a list of the name and address of each branch office	
20-20 (a)(13)	Do you operate a franchise? List the franchise	
20-20 (a)(13)	Are you a member of a real estate organization? List the organizations	
LICENSEES, AGENTS & ASSISTANTS		
10-20 1450.735	How many licensees do you sponsor? Attach a list of all sponsored licensee(s) including the name and license number	
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? Attach a list of all licensed assistant(s) including the name and license number	
1450.740 (b) 1450.740(c)	Do you, or any of your sponsored licensees, utilize the service of an <u>unlicensed</u> assistant? Attach a list of all unlicensed assistant(s)	
10-20 (e) 1450.745	Have any of your sponsored licensees formed their own corporation for indirect payment? Attach a list of all licensees including the name and license number	
COMPANY LICENSURE		
5-15 (b) 20-20 (a)(6) 1450.600 (c)	Do you operate as a corporation and maintain an <u>active</u> Illinois charter (corporate status), issued by the Illinois Secretary of State? Attach a <u>copy</u> of your Articles of Incorporation filed with the SOS and last annual report	
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? Attach a <u>copy</u> of your Articles of Organization from the SOS	
5-15 (c) 20-20 (a)(6) 1450.600 (e)	Do you act as a partnership and maintain an affidavit stating that the partnership has been legally formed? Attach a <u>copy</u> of your affidavit filed with IDFPR	
5-15 (c) 20-20 (a)(6) 1450.600 (f)	Do you act as an Illinois limited liability partnership (LLP) and receive an Illinois letter of approval, issued by the Illinois Secretary of State? Attach a <u>copy</u> of your letter of authorization from the SOS	

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
BROKERAGE AGREEMENTS & CONTRACTS		
1-10	Do you or anyone you sponsor provide licensed real estate services for others? <i>Please refer to the definition of "Broker" and "Licensed Activities" in Section 1-10 of the Real Estate License Act of 2000</i>	
1450.785	Does your business provide rental finding services? <i>Please refer to the definition provided in Section 1450.785(a)(1) of the Administrative Rules</i>	
1450.770 1450.775	Have you or anyone you sponsor had any sales, listings, property management, lease or rental agreements during the past 3 years? Attach a list of your closed agreements for the last 12 months and list of pending sales (include the type of transaction, name of client, property address and agreement date). 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, name of client, property address and agreement date).	
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? Attach a list of your transactions (include the type of transaction, name of client, property address and agreement date).	
ADVERTISING		
10-30 1450.715; 1450.720	What forms of advertising do you utilize?	
10-30 1450.715; 1450.720	Does your business utilize the Internet for advertising? Website address:	
10-35 (a)	Do you sell or share consumer information gathered from or through the Internet or other electronic communication media?	
DUAL AGENCY		
15-45 1450.820	Do you, or your agents, act as dual agents? Attach a list of your dual agency transactions for the last 12 months (include the names of clients, property address and agreement date). If you have not had a dual transaction within the last 12 months, provide a list for the last 3 years (include the names of clients, property address and agreement date).	
GUARANTEED SALES PLAN		
20-20 (a)(29)	Do you offer a guaranteed sales plan? Provide a copy of your guaranteed sales plan.	

ESCROW		
1450.750	Do you collect, hold or maintain escrow money? If yes, complete the following escrow account information.	
Account Name:		Account Number:
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.

Managing Broker's Signature: _____

Date: _____

COMMENTS:
