

Real Estate Commission Meeting

December 15, 2021

**Atwood Building
550 W 7th Avenue
Suite 1550**

Anchorage

Roll Call

Traci Heaton

Elizabeth Schok

Chad Stigen

Jaime Matthews

Jesse Sumner

Cheryl Markwood

Devon Thomas

Welcome New
Commission Member

Devon Thomas

Approval of Agenda

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT DIVISION OF
CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
Tentative Meeting Agenda

REAL ESTATE COMMISSION MEETING

December 15, 2021
Atwood Building 550 W. 7th Ave.
Suite 1550 (ZOOM ONLY)
Anchorage, AK

ZOOM Info: Join meeting: <https://us02web.zoom.us/j/94297399881>

Meeting ID: 942 9739 9881;

Call-*In*: +1 (669)900- 6833 or (253)215- 8782, Passcode:401390

Wednesday, December 15, 2021

Note: There will be a break for lunch from 12 until 1, if deemed necessary.

- | | | |
|------------|--|--|
| 9:00a.m. | 1. Call to Order
a) Roll Call
b) Welcome New Commission Member -
Devon Thomas
c) Approval of 12/15 Agenda
d) Statements of Conflicts of Interest

2. Public Comments (est. time only; 9:15 am)

3. Meeting Minutes
a) October 28, 2021 | Markwood |
| 9:30 a.m. | 4. Investigative Report
a) Statistical Report | Prieksat/Gabriel |
| 11:00 a.m. | 5. Division Update
a) Financials
b) Fee Changes – regulation project

6. Old Business
a) AREC Property Transfer Disclosure Form Regulations
Project – Review Public Comment
b) 2021 Strategic Plan Review | Dumas

Maiquis/Harris
Harris/Markwood |
| | 7. New Business
a) Teams Disclosure Committee – Update
b) Military Courtesy License regulation
c) Temporary Permit – office closure
d) Delegation of Authority/OnBoard – yes questions
e) License Request for CE Credit | Schok
Heaton |

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8. Executive Administrator's Report
 - a) Licensing/Education Statistics
 - b) Recovery Fund Balance Report
 - c) License Application Matters: (EXECUTIVE SESSION)
 - d) Schedule 2022 meeting dates
9. Commission Member Comments and Questions
10. Adjournment

Harris

Please report any Ethics violations to Nancy Harris.

Next Meeting: TBD

Statements of Conflict of Interest

Oral Comments & Public Comments

Meeting Minutes

1
2 STATE OF ALASKA
3 DEPARTMENT OF COMMERCE, COMMUNITY & ECONOMIC DEVELOPMENT
4 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
5

6 REAL ESTATE COMMISSION
7 MEETING MINUTES
8

9 October 28, 2021
10

11 "These draft minutes were prepared by the staff of the Division of Corporations, Business
12 and Professional Licensing. They have not been reviewed or approved by the
13 Commission." By authority of AS 08.01.070(2), and in compliance with the provisions of
14 AS 44.62, Article 6, a Teleconference of the Real Estate Commission was held October
15 28, 2021, at the State of Alaska Atwood Building, 550 W. 7th Avenue, Suite 1550, via
16 Zoom, Anchorage, Alaska.
17

18
19 **Thursday, October 28, 2021**

20 **Agenda Item 1 - Call to Order**

21 Chairperson Cheryl Markwood called the meeting to order at 10:05 a.m., at which time a
22 quorum was established.
23

24 **Roll Call – 1(a)**

25 **Members Present via Zoom**

26 Cheryl Markwood, Broker, Broker at Large, Chairperson
27 Traci Heaton, Associate Broker, 1st Judicial District
28 Chad Stigen, Associate Broker, Broker at Large
29 Jaime Matthews, Public Member, Vice Chairperson
30

31 **Staff Present:**

32 Sharon Walsh, Deputy Director, CBPL
33 Nancy Harris, Project Assistant
34

35 **Staff Present via ZOOM:**

36 Jun Maiquis, Regulation Specialist, CBPL, Juneau
37

38 **Guests Present via Zoom:**

39 Jorge Acosta, Salesperson, RE/MAX Dynamic Properties, Anchorage
40

41 **Members Absent:**

42 Elizabeth Schok, Associate Broker, 4th Judicial District
43 Jesse Sumner, Public Member
44 Devon Thomas, Broker, 3rd Judicial District
45

46 **Approval of Agenda – 1(b)**

47 Commission Members reviewed the meeting agenda.
48
49

50 **On a motion duly made by Ms. Matthews, seconded by Mr. Stigen, it was**

51
52 **RESOLVED to approve the meeting agenda for October 28, 2021.**

53
54 **All in favor; Motion passed**
55

56 Statements of Conflicts of Interest – 1(c)

57 There were no conflicts of interests.

58
59
60 **Agenda Item 2 – Public Comment**

61 Ms. Markwood stated that the Commission will review the public comments for the proposed
62 changes to the Property Residential Real Property Transfer Disclosure Statement from that
63 was out for public comment and has closed to any further public comments. Therefore, as not
64 to jeopardize the regulation project, the Commission cannot take any public comments today
65 with regards to any changes to the Property Residential Real Property Transfer Disclosure
66 Statement form but can accept public comments on any other real estate business.

67
68 There were no public comments.

69
70
71 **Agenda Item 3 - Approval of Meeting Minutes**

72 September 15, 2021 Meeting Minutes – 3(a)

73
74 **On a motion duly made by Ms. Heaton, seconded by Ms. Matthews, it was**

75
76 **RESOLVED to approve the September 15, 2021 meeting.**

77
78 **All in favor; Motion passed.**

79
80
81 **Agenda Item 4– Old Business**

82 AREC Property Transfer Disclosure Form Regulations Project – Status Update – 4(a)

83 Mr. Maiquis, Regulation Specialist with the Division of Corporations, Business and
84 Professional Licensing, spoke to the Commission members regarding the proposed
85 regulation project. He said this regulation project has been public noticed for a month and
86 is now closed. All the public comments have been received. If the Commission members
87 have reviewed the public comments, the regulation project is open for discussion and their
88 changes.

89
90 Ms. Markwood asked Mr. Maiquis there were a lot of comments about the format of the
91 form and the form has since been reformatted by the Publication Team; therefore, that has
92 made the draft substantially different. The reformatted draft has not been seen through
93 public comment, would this then need to go out again for public comment?

94
95 Mr. Maiquis suggested it would be good ideal for the Commission to make their make their
96 changes to the reformatted form and send it out for public comment again because the
97 form that went out for public comment was totally different.

98
99 Ms. Markwood gave a shout out to the Publication Team for all their hard work in the
100 reformatting of the Property Residential Real Property Transfer Disclosure Statement
101 form. She said this was a big deal and a lot of work, thank you.

102
103 The Commission members reviewed the public comments with the re-formatted SOA
104 Property Residential Real Property Transfer Disclosure Statement form, 08-4229.

105
106 The Commission members asked to add the following items to the SOA Property
107 Residential Real Property Transfer Disclosure Statement form, 08-4229.

- 108 1. Under Utilities, add Security Alarms, leased/owned.

- 109 2. Under Property Features, add:
110 • Washer(s) # of _____
111 • Dryer(s) # of _____
112 • Generator
113 • Generator Hook-Up
114 • Window Rods # of _____
115 • Window Blinds # of _____
116 • Stove - pellet # of _____
117
118 3. Under Structural Components – remove the word “Hot” from “Hot Water Heater”
119 4. Under Heating Systems – add Pellet Stove.
120 5. Change page numbers to 1-10, that includes the Explanation Addendum or
121 Amendment to the Disclosure Statement. The two pages, Exemption for First Sale
122 and Waiver by Agreement are stand alone with each, page 1 of 1, but are still
123 considered part of the one form.
124
125

126 **On a motion duly made by Ms. Heaton, seconded by Mr. Stigen, it was**

127
128 **RESOLVED to approve the revised form and changes to the SOA**
129 **Residential Real Property Transfer Disclosure Statement form and to**
130 **send out for public comment.**
131

132 Roll call vote: Ms. Heaton-yes, Mr. Stigen – yes, Ms. Matthews – yes, and Ms. Markwood.
133

134 **All in favor; Motion passed.**
135

136
137 **On a motion duly made by Mr. Stigen, seconded by Ms. Matthews, it was**

138
139 **RESOLVED to put out for public comment for 30 days and accept**
140 **written public comments only for this regulation project.**
141

142 **All in favor; Motion passed.**
143
144

145 **Agenda Item 5– New Business**

146 **Military Licensing Legislation –5(a)**

147 Ms. Walsh, Deputy Director of the Division of Corporation, Business and Professional
148 Licensing, presented the Military Licensing Legislation, SB21, to the Commission. She
149 said that SB21, just passed the through the last legislation session and was signed by the
150 Governor on May 21, 2021. SB21 requires the Division to issue a military courtesy license
151 to a spouse or active duty member within 30 days for 180 days with a possible one 180-
152 day extension. Boards and the Commission will be required to address this issue b
153 creating regulations that would allow licensure and the Division will be required to provide
154 a report to the legislature every year by March 1. She said there is an effective date of
155 January 1, 2022 and knows this going to be a high hurdle but the Commission could get
156 the process started with a regulation project.
157

158 Ms. Markwood said that they need to move forward with this and asked who would like to
159 take this task on and work with Nancy to bring forward something to Commission at the
160 December meeting?

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Commission member Traci Heaton said she is willing to take the lead on the regulation for the military courtesy license and bring something back to the Commission at the December meeting. Commission member Chad Stigen said he was willing to help Ms. Heaton with this project as much as he can.

Ms. Walsh stated that Ms. Harris has accepted the position of the Executive Administrator for the Real Estate Commission. She also let the Commission know that with this position the Division is moving the Real Estate Appraiser Board to Anchorage and it will be administered by Ms. Harris as the Executive Administrator for the Real Estate Commission.

Ms. Markwood said there was also an announcement that there is a new real estate investigator, Anna Gabriel.

Agenda Item 5 – Commission Member Comments & Questions

Ms. Heaton congratulated Nancy Harris on her new position. She said there were some great comments on the proposed property transfer disclosure form and she is looking forward to seeing the revised draft and another round of public comments. She said she thinks this is such a big project it warrants having one more round of public comment, although it is delaying our final product. She said it is a nice to have a little bit more time to fine tune it before we have a finished product. Lastly, she is looking forward to working on the military courtesy license regulations and put something together for the next meeting

Mr. Stigen said it was a good meeting and likes being more involved.

Ms. Matthews said she appreciated all the time and comments that came in. She said as a public member she has a different perspective but appreciates all the hard work. She congratulated Nancy Harris on her new position. Ms. Matthews appreciated the communication and clarity of having the packet posted; It makes their job easier. She thanked Cheryl for her leadership and running a smooth efficient meeting and she looks forward to the December meeting.

Ms. Markwood said that she is excited about the property transfer disclosure form is going through one more draft once it is formatted. She believes that the licensees and the industry are going to be a bit overwhelmed with this new version, so she wouldn't be surprised if we get more feedback on this newest version. Keep in mind that the last version that was done was in 2008. Ms. Markwood said that she is thrilled that everyone is part of the Commission and it's an honor to serve the state. She is thrilled that Nancy Harris is taking on the Executive Administrator's position and looks forward to seeing all the Commission members at the December meeting.

Agenda Item 11 – Adjournment

On a motion duly made by Mr. Sumner, seconded by Ms. Matthews, it was

RESOLVED to adjourn.

All in favor; Motion passed.

Meeting adjourned at 11:17 a.m.

214 The next meeting will be held December 15, 2021 in Anchorage.

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Prepared and submitted by:
Real Estate Commission Staff

Approved:

Cheryl Markwood
REC Chairperson
Alaska Real Estate Commission

DRAFT

Investigative Report



MEMORANDUM

DATE: December 01, 2021
TO: Real Estate Commission
THRU: Greg Francois, Chief Investigator
FROM: Anna Gabriel, Investigator
RE: Investigative Report for the December 15, 2021 Meeting

The following information was compiled as an investigative report to the Board for the period of September 02, 2021 thru December 01, 2021; this report includes cases, complaints, and intake matters handled since the last report.

Matters opened by the Paralegals in Anchorage and Juneau, regarding continuing education audits and license action resulting from those matters are covered in this report.

OPEN - 44

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
REAL ESTATE ASSOCIATE BROKER			
2021-000022	Violation of licensing regulation	Complaint	02/10/2021
2021-000107	Unethical conduct	Complaint	02/16/2021
2021-000231	Advertising	Complaint	03/12/2021
2021-000238	Fraud or misrepresentation	Complaint	04/05/2021
2021-000287	Violation of licensing regulation	Complaint	04/05/2021
2021-000465	Violation of licensing regulation	Complaint	06/03/2021
REAL ESTATE BROKER			
2021-001003	Violation of licensing regulation	Intake	10/13/2021
2021-001096	Violation of licensing regulation	Intake	11/05/2021

2020-000535	Fraud or misrepresentation	Complaint	01/26/2021
2021-000185	Violation of licensing regulation	Complaint	03/12/2021
2021-000264	Unlicensed practice or activity	Complaint	05/13/2021
2021-000267	Violation of licensing regulation	Complaint	04/26/2021
2021-000286	Violation of licensing regulation	Complaint	04/01/2021
2021-000498	Violation of licensing regulation	Complaint	07/12/2021
2021-000576	Unprofessional conduct	Complaint	07/15/2021
2021-000772	Violation of licensing regulation	Complaint	08/26/2021
2021-001080	Violation of licensing regulation	Complaint	11/22/2021
2021-001083	Violation of licensing regulation	Complaint	11/02/2021
2016-000807	Fraud or misrepresentation	Monitor	07/01/2020
2016-000949	Fraud or misrepresentation	Monitor	07/01/2020
2017-000602	Fraud or misrepresentation	Monitor	07/01/2020
2020-000224	Criminal action - no conviction	Monitor	

REAL ESTATE SALESPERSON

2021-000059	Unlicensed practice or activity	Complaint	02/17/2021
2021-000106	Unethical conduct	Complaint	02/16/2021
2021-000138	Unlicensed practice or activity	Complaint	02/24/2021
2021-000139	Unlicensed practice or activity	Complaint	02/24/2021
2021-000183	Violation of licensing regulation	Complaint	04/01/2021
2021-000184	Violation of licensing regulation	Complaint	04/05/2021
2021-000269	License application problem	Complaint	07/21/2021
2021-000273	Falsified application	Complaint	05/10/2021
2021-000313	Violation of licensing regulation	Complaint	04/22/2021
2021-000393	Violation of licensing regulation	Complaint	05/11/2021
2021-000448	Violation of licensing regulation	Complaint	06/02/2021
2021-000519	Fraud or misrepresentation	Complaint	06/21/2021
2021-000620	Violation of licensing regulation	Complaint	07/19/2021
2021-000635	Real estate - other	Complaint	08/23/2021
2021-000762	Violation of licensing regulation	Complaint	08/27/2021

2021-000826	Violation of licensing regulation	Complaint	10/25/2021
2021-001144	Violation of licensing regulation	Complaint	11/19/2021
2020-000015	Fraud or misrepresentation	Investigation	06/15/2020
2020-000077	Fraud or misrepresentation	Investigation	06/11/2020
2020-000110	Advertising	Investigation	05/06/2020
2020-000132	Fraud or misrepresentation	Investigation	12/04/2020
2020-001020	Fraud or misrepresentation	Investigation	02/03/2021

Closed - 16

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
REAL ESTATE ASSOCIATE BROKER				
2021-000647	Violation of licensing regulation	Closed-Intake	09/07/2021	Incomplete Complaint
2021-000700	Unethical conduct	Closed-Intake	09/13/2021	Incomplete Complaint
REAL ESTATE BROKER				
2021-000666	Violation of licensing regulation	Closed-Intake	09/07/2021	Incomplete Complaint
2021-000746	Unprofessional conduct	Closed-Intake	10/13/2021	Incomplete Complaint
2021-000792	Violation of licensing regulation	Closed-Intake	10/13/2021	Incomplete Complaint
2021-001077	Violation of licensing regulation	Closed-Complaint	11/08/2021	No Action - Lack of Jurisdiction
2020-000078	Supervision	Closed-Investigation	11/23/2021	Advisement Letter
REAL ESTATE SALESPERSON				
2021-000681	Violation of licensing regulation	Closed-Intake	09/21/2021	Incomplete Complaint
2021-000703	Unlicensed practice or activity	Closed-Intake	09/21/2021	Incomplete Complaint
2021-000727	Fraud or misrepresentation	Closed-Intake	10/20/2021	No Action - Lack of Jurisdiction
2021-000757	Violation of licensing regulation	Closed-Intake	10/19/2021	Incomplete Complaint
2021-000915	Violation of licensing regulation	Closed-Intake	11/03/2021	Incomplete Complaint
2021-000957	Fraud or misrepresentation	Closed-Intake	11/03/2021	Incomplete Complaint

2021-001050	Violation of licensing regulation	Closed-Intake	11/29/2021	Incomplete Complaint
2021-001073	License application problem	Closed-Intake	11/01/2021	Review Complete
2021-000211	Incompetence	Closed-Complaint	11/09/2021	No Action - Lack of Jurisdiction

END OF REPORT

Division Update

Department of Commerce Community, and Economic Development
Corporations, Business and Professional Licensing

Summary of All Professional Licensing
Schedule of Revenues and Expenditures

Real Estate Commission	FY 16	FY 17	Biennium	FY 18	FY 19	Biennium	FY 20	FY 21	Biennium	FY 22 1st QTR
Revenue										
Revenue from License Fees	\$ 1,086,258	\$ 297,161	\$ 1,383,419	\$ 766,875	\$ 282,453	\$ 1,049,328	\$ 618,451	\$ 325,590	\$ 944,041	\$ 54,175
General Fund Received	-	-	-	-	-	-	-	-	-	-
Allowable Third Party Reimbursements	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	\$ 1,086,258	\$ 297,161	\$ 1,383,419	\$ 766,875	\$ 282,453	\$ 1,049,328	\$ 618,451	\$ 325,590	\$ 944,041	\$ 54,175
Expenditures										
Non Investigation Expenditures										
1000 - Personal Services	137,073	118,908	255,981	115,076	120,856	235,932	65,350	113,092	178,442	27,303
2000 - Travel	12,781	6,803	19,584	15,632	5,036	20,668	3,046	-	3,046	-
3000 - Services	26,599	14,085	40,684	13,683	9,813	23,496	19,306	4,687	23,993	853
4000 - Commodities	1,229	34	1,263	649	-	649	-	-	-	-
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	177,682	139,830	317,512	145,040	135,705	280,745	87,702	117,779	205,481	28,156
Investigation Expenditures										
1000-Personal Services	91,700	90,606	182,306	51,422	83,598	135,020	93,884	97,209	191,093	16,362
2000 - Travel	-	-	-	-	-	-	2,078	-	2,078	-
3023 - Expert Witness	-	4,922	4,922	-	-	-	-	450	450	-
3088 - Inter-Agency Legal	43,639	45,154	88,793	646	530	1,176	1,692	43,125	44,817	-
3094 - Inter-Agency Hearing/Mediation	6,929	19,603	26,532	-	3,689	3,689	-	2,799	2,799	-
3000 - Services other	-	-	-	-	958	958	1,010	390	1,400	-
4000 - Commodities	-	-	-	-	-	-	-	-	-	-
Total Investigation Expenditures	142,268	160,285	302,553	52,068	88,775	140,843	98,664	143,973	242,637	16,362
Total Direct Expenditures	319,950	300,115	620,065	197,108	224,480	421,588	186,366	261,752	448,118	44,518
Indirect Expenditures										
Internal Administrative Costs	95,730	87,001	182,731	108,746	110,362	219,108	108,667	101,425	210,092	25,356
Departmental Costs	54,735	58,811	113,546	53,154	57,353	110,507	37,533	39,972	77,505	9,993
Statewide Costs	20,226	23,348	43,574	18,608	20,811	39,419	20,978	28,864	49,842	7,216
Total Indirect Expenditures	170,691	169,160	339,851	180,508	188,526	369,034	167,178	170,261	337,439	42,565
TOTAL EXPENDITURES	\$ 490,641	\$ 469,275	\$ 959,916	\$ 377,616	\$ 413,006	\$ 790,622	\$ 353,544	\$ 432,013	\$ 785,557	\$ 87,083
Cumulative Surplus (Deficit)										
Beginning Cumulative Surplus (Deficit)	\$ 99,946	\$ 695,563		\$ 523,449	\$ 912,708		\$ 782,155	\$ 1,047,062		\$ 940,639
Annual Increase/(Decrease)	595,617	(172,114)		389,259	(130,553)		264,907	(106,423)		(32,908)
Ending Cumulative Surplus (Deficit)	\$ 695,563	\$ 523,449		\$ 912,708	782,155		\$ 1,047,062	\$ 940,639		\$ 907,731
Statistical Information										
Number of Licenses for Indirect calculation	3,066	3,558		4,129	4,041		3,771	3,680		

Additional information:

- Fee analysis required if the cumulative is less than zero; fee analysis recommended when the cumulative is less than current year expenditures; no fee increases needed if cumulative is over the current year expenses *
- Most recent fee change: Fee change FY20
- Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program ch

Appropriation Name (Ex)	(All)
Sub Unit	(All)
PL Task Code	REC1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)		Grand Total
	1000 - Personal Services	3000 - Services	
1011 - Regular Compensation	22,575.06		22,575.06
1014 - Overtime	121.15		121.15
1023 - Leave Taken	4,554.00		4,554.00
1028 - Alaska Supplemental Benefit	1,673.12		1,673.12
1029 - Public Employee's Retirement System Defined Benefits	506.57		506.57
1030 - Public Employee's Retirement System Defined Contribution	1,358.24		1,358.24
1034 - Public Employee's Retirement System Defined Cont Health Reim	767.22		767.22
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	273.56		273.56
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	5,302.42		5,302.42
1039 - Unemployment Insurance	87.31		87.31
1040 - Group Health Insurance	4,933.06		4,933.06
1041 - Basic Life and Travel	9.68		9.68
1042 - Worker's Compensation Insurance	253.86		253.86
1047 - Leave Cash In Employer Charge	463.88		463.88
1048 - Terminal Leave Employer Charge	379.67		379.67
1053 - Medicare Tax	374.23		374.23
1077 - ASEA Legal Trust	6.53		6.53
1079 - ASEA Injury Leave Usage	2.69		2.69
1080 - SU Legal Trst	13.41		13.41
1970 - Personal Services Transfer	-		-
3002 - Memberships		780.00	780.00
3046 - Advertising		47.81	47.81
3057 - Structure, Infrastructure and Land - Rentals/Leases		25.08	25.08
1016 - Other Premium Pay	9.05		9.05
Grand Total	43,664.71	852.89	44,517.60

Fee Changes – Regulation Project

Old Business

AREC Property Transfer Disclosure
Form Regulation Project –
Review Public Comment



THE STATE
of

ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Real Estate Commission

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8160

Email: RealEstateCommission@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

State of Alaska Residential Real Property Transfer Disclosure Statement

Prepared in compliance with Alaska Statute (AS) 34.70.010 - 34.70.200

AS 34.70.010 requires that before ~~the~~ a Transferee/Buyer (hereafter referred to as Buyer) of an interest in residential real property makes a written offer of residential real property, the Transferor/Seller (hereafter referred to as Seller) must deliver a completed written disclosure form. This disclosure statement is in compliance with AS 34.70.010. It concerns the residential real property* located in the Recording District, Judicial District, State of Alaska as listed below.

Recording District:	
Legal Description:	
Property Address/ City/Other:	

*Residential real property means any single-family dwelling, or two single family dwelling units under one roof, or any individual unit in a multi-unit structure or common interest ownership community whose primary purpose is to provide housing. AS 34.70.200(2) and (3).

Exemption for First Sale: Under AS 34.70.120, the first transfer of an interest in residential real property that has never been occupied is exempt from the requirement for the Seller to complete the Disclosure Statement.

Waiver by Agreement: Under AS 34.70.110, completion of this disclosure statement may be waived when transferring an interest in residential real property if the Seller and Buyer agree in writing. Signing this waiver does not affect other obligations for disclosure.

Violation or Failure to Comply: A person who negligently violates or fails to perform a duty required by AS 34.70.010 - AS 34.70.200 is liable to the Buyer for actual damages suffered by the Buyer as a result of the violation or failure. If the person willfully violates or fails to perform a duty required by AS 34.70.010 -AS 34.70.200, the Seller is liable to the Buyer for up to three times the actual damages. In addition to the damages, a court may also award the Buyer costs and attorney fees to the extent allowed under the rules of court.

AS 34.70.020 provides that if a disclosure statement or material amendment is delivered to the transferee after the transferee has made a written offer, the transferee may terminate the offer by delivering a written notice of termination to the transferor or the transferor's licensee within three days after the disclosure statement or amendment is delivered in person or within six days after the disclosure statement or amendment is delivered by deposit in the mail.

AS 34.70.040(b) provides that if an item that must be completed in the disclosure statement is unknown or is unavailable to the Seller, and if the Seller or Seller's ~~agent~~ licensee has made a reasonable effort to ascertain the information, the Seller may make an approximation based on the best information available to the Seller or Seller's ~~agent~~ licensee. It must be reasonable, clearly labeled as an approximation, and not used to avoid the disclosure requirements of AS 34.70.010 – AS 34.70.200.

All disclosures made in this statement are required to be made in good faith (AS 34.70.060). The Seller is required to **must** disclose defects or other conditions in the real property, or the real property interest being transferred. **The Seller To comply, disclosure does not** need to include a search of the public records, nor does it require a professional inspection of the property.

If the information supplied in this disclosure statement becomes inaccurate as a result of an act or agreement after the disclosure statement is delivered to the Buyer, the Seller is required to deliver an amendment to the disclosure statement to the Buyer. An addendum/amendment form for that purpose may be attached to this disclosure statement.

Upon delivery to a buyer, any inspection/reports generated by a purchase agreement of this property automatically becomes an addendum/amendment to the property disclosure.

Seller's Initials

Date

Property Address

Buyer's Initials

Date

PART I Seller's Information Regarding Property

Property Type

Property Type: (Check One)	<input type="checkbox"/> Single	<input type="checkbox"/> Zero Lot Line/Town House	<input type="checkbox"/> Condominium	<input type="checkbox"/> Townhome/PUD
	<input type="checkbox"/> Duplex (Including single Family with an Apartment)		<input type="checkbox"/> Other (Please Specify): _____	
Do you currently occupy the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>If Yes, how long?</i>	
If not a the current occupant, have you ever occupied the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>If Yes, when?</i>	
*Year Property was Built:				

*If property was built prior to 1978, or if Seller has any knowledge of lead-based paint, Seller must complete Disclosure of Information and Acknowledgment of Lead-based Paint and/or Lead-Based Paint Hazards in accordance with Section 1018 of the Residential Lead-Based Paint Hazard Reduction Act of 1992 (also known as Title X) and provide Buyer with the "Protect Your Family from Lead in Your Home" pamphlet. The pamphlet can be found online at EPA.Gov/Lead/Real-Estate-Disclosures-about-Potential-Lead-Hazards

Construction Overview:	<input type="checkbox"/> Wood Frame	<input type="checkbox"/> Manufactured	<input type="checkbox"/> Modular	<input type="checkbox"/> Other: _____	
Foundation:	<input type="checkbox"/> Masonry Block	<input type="checkbox"/> Poured Concrete	<input type="checkbox"/> Treated Wood	<input type="checkbox"/> Piling	<input type="checkbox"/> Other: _____
Name of Original Builder (If Known):					

Property Features *(This section has been alphabetized)*

Check all items that are built in and will remain with the property. Also, circle those checked items that have known defects or malfunctions.

<input type="checkbox"/> Auto Garage Door Opener(s) # of: ____	<input type="checkbox"/> Freezer(s) # of: ____	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Rods & Blinds	<input type="checkbox"/> Washer(s) # of: ____
<input type="checkbox"/> Built-In Barbecue	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Hot Tub Cover	<input type="checkbox"/> Satellite Dish	<input type="checkbox"/> Water Filtering System
<input type="checkbox"/> Central Vacuum Installed	<input type="checkbox"/> Generator	<input type="checkbox"/> Instant Hot Water Dispenser	<input type="checkbox"/> Security System	<input type="checkbox"/> Water Softener
<input type="checkbox"/> CO Detector(s) # of: ____	<input type="checkbox"/> Generator Hook-Up	<input type="checkbox"/> Intercom	<input type="checkbox"/> Smoke Detector(s) # of: ____	<input type="checkbox"/> Window Blinds # of: ____
<input type="checkbox"/> Cooktop(s) # of: ____	<input type="checkbox"/> Greenhouse	<input type="checkbox"/> Jetted Tub	<input type="checkbox"/> Steam Shower Room	<input type="checkbox"/> Window Rods # of: ____
<input type="checkbox"/> Dishwasher(s) # of: ____	<input type="checkbox"/> Attached	<input type="checkbox"/> Microwave(s) # of: ____	<input type="checkbox"/> Storage Shed(s) # of: ____	<input type="checkbox"/> Window Screens
<input type="checkbox"/> Dryer(s) # of: ____	<input type="checkbox"/> Detached	<input type="checkbox"/> Oven(s) # of: ____	<input type="checkbox"/> Stove(s), Pellet # of: ____	<input type="checkbox"/> Wood Stove(s) # of: ____
<input type="checkbox"/> Fire Alarms	<input type="checkbox"/> Ventilating System	<input type="checkbox"/> Paddle Fan(s) # of: ____	<input type="checkbox"/> Trash Compactor(s) # of: ____	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Heating System	<input type="checkbox"/> Built-In Refrigerator(s) # of: ____	<input type="checkbox"/> T.V. Antenna	
Comments:				

Structural Components

Check only those items that have known defects, malfunctions or have had repairs performed within the last five years. Also, check items that need to be replaced/repaired.

Repaired or Replaced	Needs Repair	Repaired or Replaced	Needs Repair	Repaired or Replaced	Needs Repair	Repaired or Replaced	Needs Repair
<input type="checkbox"/>	<input type="checkbox"/> Air Conditioner	<input type="checkbox"/>	<input type="checkbox"/> Exterior Walls	<input type="checkbox"/>	<input type="checkbox"/> Heat Recovery	<input type="checkbox"/>	<input type="checkbox"/> Private Walkways
<input type="checkbox"/>	<input type="checkbox"/> Carport	<input type="checkbox"/>	<input type="checkbox"/> Fences/Gates	<input type="checkbox"/>	<input type="checkbox"/> Heating Systems	<input type="checkbox"/>	<input type="checkbox"/> Rain Gutters
<input type="checkbox"/>	<input type="checkbox"/> Ceilings	<input type="checkbox"/>	<input type="checkbox"/> Filtration	<input type="checkbox"/>	<input type="checkbox"/> Humidifier	<input type="checkbox"/>	<input type="checkbox"/> Retaining Walls
<input type="checkbox"/>	<input type="checkbox"/> Chimneys	<input type="checkbox"/>	<input type="checkbox"/> Fireplaces(s) # of: ____	<input type="checkbox"/>	<input type="checkbox"/> Insulation	<input type="checkbox"/>	<input type="checkbox"/> Roof
<input type="checkbox"/>	<input type="checkbox"/> Crawl Space	<input type="checkbox"/>	<input type="checkbox"/> Floors	<input type="checkbox"/>	<input type="checkbox"/> Interior Walls	<input type="checkbox"/>	<input type="checkbox"/> Sewage Systems
<input type="checkbox"/>	<input type="checkbox"/> Doors	<input type="checkbox"/>	<input type="checkbox"/> Foundation	<input type="checkbox"/>	<input type="checkbox"/> Mechanical	<input type="checkbox"/>	<input type="checkbox"/> Skylights
<input type="checkbox"/>	<input type="checkbox"/> Driveways	<input type="checkbox"/>	<input type="checkbox"/> Garage	<input type="checkbox"/>	<input type="checkbox"/> Patio/Decking	<input type="checkbox"/>	<input type="checkbox"/> Slabs
<input type="checkbox"/>	<input type="checkbox"/> Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/> Garage Floor Drain	<input type="checkbox"/>	<input type="checkbox"/> Plumbing Systems	<input type="checkbox"/>	<input type="checkbox"/> Solar Panels
<input type="checkbox"/>	<input type="checkbox"/> Electronic Air Cleaner	<input type="checkbox"/>	<input type="checkbox"/> Gas Starter	<input type="checkbox"/>	<input type="checkbox"/> Pool Cover	<input type="checkbox"/>	<input type="checkbox"/> Stove, Pellet

Seller's Initials

Date

Property Address

Buyer's Initials

Date

PART I Seller's Information Regarding Property (continued)

Structural Components

Repaired or Replaced	Needs Repair	Repaired or Replaced	Needs Repair
<input type="checkbox"/>	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/>	<input type="checkbox"/> Washer/Dryer Hookups
<input type="checkbox"/>	<input type="checkbox"/> Ventilator System	<input type="checkbox"/>	<input type="checkbox"/> Hot Water Heater
<input type="checkbox"/>	<input type="checkbox"/> Venting	<input type="checkbox"/>	<input type="checkbox"/> Water Supply
		<input type="checkbox"/>	<input type="checkbox"/> Wind Generators
		<input type="checkbox"/>	<input type="checkbox"/> Windows
		<input type="checkbox"/>	<input type="checkbox"/> Woodstove(s) # of: __

Describe the defect, malfunction, or repair on the Addendum/Amendment(s) to the Disclosure Statement.

Describe any other items not covered above:

Comments:

PART II Documentation

Check the documents for the subject property that the seller has available for review:

- | | | |
|---|---|--|
| <input type="checkbox"/> Engineer/Property/Home | <input type="checkbox"/> Written Agreement with Adjacent Property Owner | <input type="checkbox"/> Party Wall Agreement |
| <input type="checkbox"/> Inspection Report(s) | <input type="checkbox"/> Energy Rating Certificate | <input type="checkbox"/> Lease/Rental Agreement |
| <input type="checkbox"/> Title Information | <input type="checkbox"/> PUR-101 | <input type="checkbox"/> Soil Tests |
| <input type="checkbox"/> As-Built Survey | <input type="checkbox"/> Resale Certificate | <input type="checkbox"/> Well Log & Water Tests |
| <input type="checkbox"/> Certificate of Occupancy | <input type="checkbox"/> Deed Restrictions | <input type="checkbox"/> Hazardous Materials Test(s) |
| <input type="checkbox"/> PUR-102 | <input type="checkbox"/> Water Rights Certificate | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Subdivision Covenants/Restrictions | <input type="checkbox"/> Other: _____ | |

Supply information for the following:

Item	Average Annual Monthly Utility Costs	# of Gallons	Company/Source	Utility History Attached
Gas	\$			<input type="checkbox"/>
Electric	\$			<input type="checkbox"/>
Oil	\$			<input type="checkbox"/>
Propane	\$			<input type="checkbox"/>
Wood	\$			<input type="checkbox"/>
Coal	\$			<input type="checkbox"/>
Water	\$			<input type="checkbox"/>
Sewer	\$			<input type="checkbox"/>
Refuse	\$			<input type="checkbox"/>
Security Alarm Systems	\$			<input type="checkbox"/>
Other	\$			<input type="checkbox"/>

Seller's Initials

Date

Property Address

Buyer's Initials

Date

PART III Additional Information

To the best of your knowledge, are you aware of any of the following conditions with respect to the subject property? For any "Yes" answer, indicate the relevant item number and explain the condition on the Addendum/Amendment(s) to the Disclosure Statement.

		Yes	No	NA or UNK	
1. Title:					
2. Do you know of any existing, pending, or potential legal action(s) concerning the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you know of any street or utility improvements planned that will affect the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Road maintenance provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If Yes, provided by:</i>					
5. Is the property currently rented or leased?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If Yes, expiration date:</i>					
6. Is there a homeowner's association (HOA) for the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If Yes, HOA Name:</i>			<i>HOA Phone Number:</i>		
<input type="checkbox"/> Mandatory	<input type="checkbox"/> Voluntary	<input type="checkbox"/> Inactive	<i>Monthly Dues:</i>	\$ _____ per _____	
Are there any levied or pending assessments?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Name of Person Responsible for Issuing Resale Certificate:</i>			<i>Phone Number:</i>		

Setbacks/Restrictions

1. Have you been notified of any proposed zoning changes for the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you aware of features of the property shared in common with adjoining property owners, such as walls, fences and driveways, whose use or responsibility for maintenance may affect the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there subdivision conditions, covenants, or restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you aware of any violations of building codes, zoning, setback requirements, subdivision covenants, borough, or city restrictions on this property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you aware of any nonconforming uses of this property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Heating System(s)

Check all types that apply:				
<input type="checkbox"/> Hot Water Baseboard	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Electrical Heat		
<input type="checkbox"/> Wood Stove	<input type="checkbox"/> Radiant Heat	<input type="checkbox"/> Pellet Stove	<input type="checkbox"/> Other: _____	
<i>Age (Years):</i>		<i>Last Cleaned:</i>		<i>Last Inspected:</i>
<i>Source:</i>	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Wood	<input type="checkbox"/> Coal	
	<input type="checkbox"/> Electric	<input type="checkbox"/> Propane Tank which is:		<input type="checkbox"/> Leased <input type="checkbox"/> Owned
	<input type="checkbox"/> Oil with _____ Gallon Storage which is:		<input type="checkbox"/> Buried	<input type="checkbox"/> Above Ground
<i>Age of Tank:</i>				

Seller's Initials

Date

Property Address

Buyer's Initials

Date

PART III Additional Information (continued)

Sewer System

		Yes	No	NA or UNK
Type:	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Community <input type="checkbox"/> Other: _____			
1. Does your sewer system have a lift station/lift pump?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Private:	<input type="checkbox"/> Septic Tank <input type="checkbox"/> Holding Tank <input type="checkbox"/> Other: _____			
Drain Field System:	<input type="checkbox"/> Bed <input type="checkbox"/> Trench <input type="checkbox"/> Mound <input type="checkbox"/> Pit <input type="checkbox"/> Crib <input type="checkbox"/> Other: _____			
Innovative Sewer System:	<input type="checkbox"/> Intermittent Sand Filter <input type="checkbox"/> Biocycle <input type="checkbox"/> Recirculating Upflow Filter <input type="checkbox"/> Secondary Sewer Treatment Plant <input type="checkbox"/> Other: _____			
2. Has the sewer system failed while you owned the property?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, explain:				
Age of Sewer System:	Location:			
3. Have you had any work maintenance or inspections done on the sewer system during your ownership?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, explain:				
Approval/Certification Source:	Date (if Known):			
4. Are you aware of any abandoned sewer systems, leach fields, cribs, etc., on the property?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Water Supply

Type:	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Community <input type="checkbox"/> Other: _____ <input type="checkbox"/> Cistern Water Tank: Size _____ <input type="checkbox"/> Shared Well Agreement Provided (If Any)			
Well Depth (Feet): <i>(If Private)</i>	Flow Rate (Gallons per Minute): <i>(If Private)</i>	Date Tested:		
1. Have you had any problems with your water supply?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the water supply been tested in the past 12 months? <i>(If Yes, attach all documentation from all tests)</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you aware of any contaminants in your water supply, to include but not limited to E-coli, nitrates, heavy metals, arsenic or other contaminants?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the well failed while you have owned the property?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever had a well pump problem or failure?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you supply water to, or receive water from, others?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, is there a recorded agreement?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a water rights certificate for this property?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hot Water Heater

Type:	<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____		
Age (Years):	Capacity (Gallons):		

Seller's Initials

Date

Property Address

Buyer's Initials

Date

PART III Additional Information (continued)

Roof or Other Leakage

		Yes	No	NA or UNK
Type:	<input type="checkbox"/> Asphalt/Composition Shingle <input type="checkbox"/> Cedar Shake <input type="checkbox"/> Built-Up <input type="checkbox"/> Metal <input type="checkbox"/> Other: _____			
Age (Years):		Location of Attic Access:		
1. Are you aware of any ice damming on the roof?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, provide location:				
2. Are you aware of any water leaking into the home? (i.e., windows, lights, fireplace, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, provide location:				

Fireplace and/or Woodstove:

Type:	<input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Wood <input type="checkbox"/> Pellet <input type="checkbox"/> Other: _____			
Date Chimney(s) Last Cleaned or Serviced:		Cleaned or Serviced By:		

Freeze-Ups

1. Have you had any frozen water lines, sewer lines, drains, or heating systems?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please explain:				
2. Are there any heat tapes, heat lamps, or other freeze prevention devices?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, location and explain use:				

Drainage

1. Are you aware of ever having any water in the crawl space, basement, or lower level?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, how was the problem resolved?		<input type="checkbox"/> Sump Pump(s) <input type="checkbox"/> Curtain Drain <input type="checkbox"/> Rain Gutter/Extension <input type="checkbox"/> Other: _____		
Date Problem was Resolved:		Location of Each Sump Pump:		
2. To where does the water drain after it leaves the sump pump?				
3. If gutters, where do downspouts discharge?				
4. Is there a floor drain in the structure, including garage?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, where is it located and where does it drain to?				

Inspection

1. To the best of your knowledge, has the property been inspected by an engineer/home inspector in the last 5 years?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you aware of any deed, or other private restrictions on the use of the property?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you aware of any variances being applied for, or granted, on this property?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you aware of any easements on the property?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Seller's Initials

Date

Property Address

Buyer's Initials

Date

ALASKA REAL ESTATE COMMISSION STRATEGIC PLAN 2021

The Commission recognizes we have a very small, yet extremely competent staff for the number of licensees we oversee, and to assist affected consumers. We have every confidence that our Executive Administrator, Project Assistant, and the REC Investigator, will all support us in reaching our goals.

GUIDING PRINCIPLE	OBJECTIVE - how will we meet this guiding principle?	Who will complete this task?	Status/Notes
Protect the Consumer/Inform Licensees	<p>With agreement of the appropriate departments, upload informational videos done by appropriate personnel on:</p> <ul style="list-style-type: none"> How to file a complaint against a licensee & its process If a complaint is filed against a license what the process is for a license <p>Additionally, provide best practice "white papers" on various topics as approved by the Commission for placement on our website.</p>	Commissioners, Staff & Investigator	Goal to have recorded presentation done & submitted to Chief Investigator for review/approval by the next year's Strategic Planning meeting
Protect the Consumer/Inform Licensees	<p>Provide the Commission for consideration, what they should have jurisdiction over in property management, i.e., financial responsibilities of the property owner or property manager. Then, provide next steps should the Commission agree to move forward with recommendations. Provide a list of property management FAQ's (Frequently Asked Questions) for both licensed property managers & property owners, to be approved by the Commission then placed on our website. To include:</p> <ul style="list-style-type: none"> Best practices for security deposits & earnest money Potential for separate Property Management Consumer Disclosure & Waiver of Right to be Represented form Long-term goal to review the Landlord Tenant Act & look at changes in conjunction with the real estate industry Review and make recommendations to the property management regulations with regard to trust account and security deposit issues 	Property Management Committee of the Commission & Property Management Liaison, Commissioner Heaton	<p>Work in Progress – PM Committee continuing to develop best practices for REC consideration, several already approved & on website</p> <p style="color: red;">Next meeting in October to discuss & draft PM FAQs document</p>
Protect the Consumer/Inform Licensees	<p>Define minimum standards, based on what other jurisdictions have successfully implemented, for team advertising. To include:</p> <ul style="list-style-type: none"> Define requirements to include brokerage information, minimum size, etc. Review, make recommendations if necessary, and provide a draft Disclosure Statement regarding teams Review, make recommendations if necessary, and draft regulation changes 	Commissioners Schok & Heaton to provide information to staff	<p>Previous Commission completed a best practice document already approved & on website</p> <p>*Requires a regulation change</p>
Inform Licensees	<p>Assist staff to clear up the following issues:</p> <ul style="list-style-type: none"> How "inactive status" is logged/started & the notification to the affected licensee. Define & Verify how required education, for those who apply for license by endorsement. Define & Simplify the criteria for getting or upgrading a license. Sharing of Information 	Commissioner Markwood & Staff	
Protect the Consumer/Inform Licensees	Review all regulations & propose one major regulation change (clean up) which will bring regulations into the 21 st century.	Commissioners & Staff	Complete – DOL review complete & being sent to Lt. Gov for approval
Protect the Consumer	Review & revamp the State of Alaska Residential Real Property Transfer Disclosure Statement.	Commissioner Markwood	Pending - 2nd public notice- review public comments at Dec Mtg.* Requires a Regulation Change
Commission Business/Inform Licensees	Review upcoming licensing renewal cycle fee adjustment, as to conform with the recovery fund balance.	Commissioners & Staff	Discussion to Occur at September Meeting
Commission Business/Inform Licensees	Review and make recommendations regarding DCE Education Topics for the next renewal cycle.	Commissioners & Staff	Complete -determined DCE topics at September Meeting
Commission Business/Inform Licensees	Create and proposed regulations as required per SB21 to allow for a Military Courtesy License for all license types: Salesperson, Associate Broker and Broker.	Commission & Staff	Pending – to be proposed at Dec Mtg.

New Business

Teams Disclosure Committee

Military Courtesy License Regulation

Temporary Permit - Office Closure

Delegation of Authority/OnBoard

– yes questions



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

REC

FOR AREC USE ONLY
Date Received

Real Estate Commission

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8162

Email: RealEstateCommission@Alaska.Gov

Website: *ProfessionalLicense.Alaska.Gov/RealEstateCommission*

Licensee Request for CE Credit

Per 12 AAC 64.500(n), licensees may receive continuing education credit for a course(s) that they have attended that was offered outside of the state by a nationally recognized real estate education provider during a licensing period that has not otherwise been certified under 12 AAC 64.410 and 12 AAC 64.420. Licensees may apply for continuing education credit for attendance at these courses. This form should ONLY be submitted for courses NOT certified by the Alaska Real Estate Commission (AREC).

To have a course evaluated for CE credit, complete this form and submit it with ALL attachments listed below. A copy of this form will be returned to you showing credit granted.

Requests for course credit should be submitted to the Real Estate Commission office within 60 days after completing the course(s) and at least 60 days before the end of the licensing period. **NO FEE REQUIRED FOR REQUEST.**

PART I Personal Information

Full Legal Name:			
License Number:		Contact Phone:	
Mailing Address:	P.O. Box or Street	City	State Zip
EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.			
Email Address:			<input type="checkbox"/> Send my Correspondence by Email <input type="checkbox"/> Send my Correspondence by US Mail

PART II CE Courses

List courses for which credit is requested:

Title of Course	Hours	Date Course Completed

**Alaska real estate statute requires licensees to complete 20 hours CE, 8 hours of designated and 12 hours of elective continuing education during each license renewal period. Excess hours may not be carried forward to future renewal periods.

PART III Required Attachments

- Copy of the provider's materials promoting or describing course (advertising brochure, course outline, etc.).
- Evidence that the real estate education provider is nationally recognized
- Proof of attendance, including time of instruction.

→ **Licensee: Do Not Write Below This Line - For AREC Use Only**

AREC USE ONLY

CE Elective Hours Granted toward current license renewal period:		License Renewal Period Ends:	
Executive Administrator Signature:		Date:	

Executive Administrator's Report

LICENSING REPORT
DECEMBER 15, 2021

New Licensees September 1, 2021 – November 30, 2021: 39
Total Number of <u>Active</u> Licensees with 1/31/2022 exp: 2,964
Total Number of Licensees with 1/31/2022 exp: *3,185

ACTIVE: 1/31/22 exp	Jun	Sep	Dec
Broker	420	427	426
Associate Broker	401	403	407
Salesperson	2,079	2,125	2131
Total Active:	2,900	2,955	2964

INACTIVE: 1/31/22 exp	Jun	Sep	Dec
Broker	2	0	3
Associate Broker	1	1	6
Salesperson	6	12	63
Total Inactive:	9	13	72

LAPSED: NON-COMPLIANCE OF PLE w/exp date of 1/31/22			
	Jun	Sep	Dec
Broker	0	0	0
Associate Broker	0	0	1
Salesperson	1	3	36
Total:	1	3	37

LAPSED: 1/31/20 exp	Jun	Sep	Dec
Broker	35	35	34
Associate Broker	39	39	39
Salesperson	407	406	400
Total Lapsed:	481	480	473

*includes licensees that are active, inactive, lic rtnd, probation, suspension, surrender, and lapsed (PLE), all with 1/31/2022 expiration date

Transfers:	Jun	Sep	Dec
	213	140	213

PLE Completed:		Sep	Dec
	60	50	115

Upgrades:	
S - AB = 1	S - B = 0

In this reporting period	Jun	Sep	DEC
License Returned	20	20	111
Probation License	1	1	0
Suspended	0	0	0
Revoked	0	0	0
Surrendered	0	0	0

EDUCATION REPORT

December 15, 2021

(as of 12/06/2021)

Course Type

Currently Approved

Pre-Licensing (SPL)	11
Broker Upgrade Pre-Licensing (BPL)	3
Elective Continuing Education (ECE)	370
Designated Continuing Education (DCE)	68
Post Licensing Education (PLE)	66

Total: 519

Instructor

Permanent 79

New Instructor 4

- Kimberly Cameron, St. Louis, MO
- Victoria Roberts, Wasilla, AK
- Milissa Ormiston, Vancouver, WA
- Mae Hayes, Wasilla, AK

Temporary Instructor 0

**Statement of Net Positions
Real Estate Recovery Fund
September 30, 2021**

	Actuals							Projected	
	For the Fiscal Year Ending June 30, 2015	For the Fiscal Year Ending June 30, 2016	For the Fiscal Year Ending June 30, 2017	For the Fiscal Year Ending June 30, 2018	For the Fiscal Year Ending June 30, 2019	For the Fiscal Year Ending June 30, 2020	For the Fiscal Year Ending June 30, 2021	For the Fiscal Year Ending June 30, 2022	For the Fiscal Year Ending June 30, 2023
ASSETS									
Cash and Investments	\$ 454,264	\$ 465,770	\$ 392,207	\$ 394,514	\$ 277,675	\$ 327,850	\$ 257,747	\$ 317,018	\$ 236,915
Total Assets	454,264	465,770	392,207	394,514	277,675	327,850	257,747	317,018	236,915
LIABILITIES									
Accounts Payable and Accrued Liabilities	7,211	(30)	1,517	(10,691)	11,230	4,857	18,129	18,066	18,129
Total Liabilities	7,211	(30)	1,517	(10,691)	11,230	4,857	18,129	18,066	18,129
FUND BALANCES									
Reserved for Education and Claims	447,053	465,800	390,691	405,205	266,445	322,993	239,617	298,952	218,786
Total Fund Balance	447,053	465,800	390,691	405,205	266,445	322,993	239,617	298,952	218,786
Total Liabilities and Fund Balances	\$ 454,264	\$ 465,770	\$ 392,207	\$ 394,514	\$ 277,675	\$ 327,850	\$ 257,747	\$ 317,018	\$ 236,915
Average 2 year licensing cycle fund balance:		Average of 6/30/15 & 6/30/16	Average of 6/30/16 & 6/30/17	Average of 6/30/17 & 6/30/18	Average of 6/30/18 & 6/30/19	Average of 6/30/19 & 6/30/20	Average of 6/30/20 & 6/30/21	Average of 6/30/21 & 6/30/22	Average of 6/30/22 & 6/30/23
		\$ 460,017	\$ 428,988	\$ 393,361	\$ 336,095	\$ 302,763	\$ 292,799	\$ 287,382	\$ 276,967

Note: Per the State Comprehensive Annual Financial Report the State "funds are reported using modified accrual accounting which measures cash and other financial assets that can be readily converted to cash".

Note: The total Liabilities is year to date
For FY23 Liabilities projected using FY21

Statement of Revenues, Expenditures, and Changes in Fund Balances
Real Estate Recovery Fund
Actual for Years Ended June 30, 2015 through September 30, 2021
and
Projected for Fiscal Years Ending June 30, 2022 and June 30, 2023

	Actuals											Projected	
	For the Fiscal Year Ended 6/30/15	For the Fiscal Year Ended 6/30/16	For the Fiscal Year Ended 6/30/17	For the Fiscal Year Ended 6/30/18	For the Fiscal Year Ended 6/30/19	For the Fiscal Year Ended 6/30/20	For the Fiscal Year Ended 6/30/21	For the Quarter Ended 9/30/21	For the Quarter Ended 12/31/21	For the Quarter Ended 3/31/22	For the Quarter Ended 6/30/22	For the Fiscal Year Ended 6/30/22	For the Fiscal Year Ended 6/30/23
REVENUES													
Licenses and Permits	38,425	\$ 126,910	38,370	133,550	29,465	193,865	55,065	10,810	-	-	-	(1) 193,865	(1) 55,065
Interest and Investment Income	2,164	2,533	3,178	4,230	9,964	6,918	309	413	-	-	-	(2) 6,918	(2) 7,000
TOTAL REVENUES	40,589	129,443	41,548	137,780	39,429	200,783	55,374	11,223	-	-	-	200,783	62,065
EXPENDITURES													
Personal Services	113,145	112,763	115,097	134,846	126,366	124,812	125,468	32,531	-	-	-	(3) 124,812	(3) 125,468
Travel	0	-	-	-	-	-	0	-	-	-	-	0	0
Commodities	0	89	-	617	-	-	0	-	-	-	-	0	0
Services - Non-claims	732	5,085	13	10	5,000	497	9	-	-	-	-	0	0
Services - Claims & Associated Legal costs	0	-	-	-	24,902	25,300	0	-	-	-	-	16,700	16,700
TOTAL EXPENDITURES	113,877	117,937	115,110	135,473	156,268	150,608	125,477	32,531	-	-	-	141,512	142,168
Excess (Deficiency) Revenues Over Expenditures	(73,288)	11,505	(73,562)	2,307	(116,839)	50,175	(70,104)	(21,308)	-	-	-	59,272	(80,103)
Other Financing Sources (Uses)	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Fund Balances	(73,288)	11,505	(73,562)	2,307	(116,839)	50,175	(70,104)	(21,308)	-	-	-	59,272	(80,103)
Fund Balances - Beginning of Year	527,552	454,264	465,770	392,207	394,514	277,675	327,850	257,747	236,438	236,438	236,438	257,747	317,018
Fund Balances - End of Year	454,264	\$ 465,770	\$ 392,207	\$ 394,514	\$ 277,675	\$ 327,850	\$ 257,747	236,438	236,438	236,438	236,438	\$ 317,018	\$ 236,915

(1) For FY22, licenses and permits revenue projected to be the same as FY20.

(2) Projecting through FY22 based on FY20 rate of earnings.

For FY22, the annual personal services costs are projected for the Executive Administrator to spend 10% and the Project Assistant to spend 100% of their time on Real Estate Recovery Fund related tasks.

(3) 100% of their time on Real Estate Recovery Fund related tasks.

Statement of Cash Flows
Real Estate Recovery Fund
September 30, 2021

	Actuals							Projected	
	For the Fiscal Year Ended 6/30/15	For the Fiscal Year Ended 6/30/16	For the Fiscal Year Ended 6/30/17	For the Fiscal Year Ended 6/30/18	For the Fiscal Year Ended 6/30/19	For the Fiscal Year Ended 6/30/20	For the Fiscal Year Ended 6/30/21	For the Fiscal Year Ended 6/30/22	For the Fiscal Year Ended 6/30/23
CASH FLOWS FROM OPERATING ACTIVITIES									
Receipts for Licenses & Permits	\$ 38,425	\$ 126,910	\$ 38,370 ⁽¹⁾	\$ 133,550 ⁽¹⁾	\$ 29,465 ⁽¹⁾	\$ 193,865 ⁽¹⁾	\$ 55,065 ⁽¹⁾	\$ 193,865	\$ 55,065
Payments to Employees	(113,145)	(112,763)	(115,097) ⁽²⁾	(134,846) ⁽²⁾	(126,366) ⁽²⁾	(124,812) ⁽²⁾	\$ (125,468) ⁽²⁾	(124,812)	(125,468)
Payments for Services/Claims	-	-	-	- ⁽³⁾	(24,902) ⁽³⁾	(25,300) ⁽³⁾	- ⁽³⁾	(16,700)	(16,700)
Other Payments	(732)	(5,174)	(13)	(627)	(5,000)	(497)	(9)	-	-
Net Cash Provided (Used) by Operating Activities	(75,452)	8,973	(76,740)	(1,923)	(126,803)	43,257	(70,412)	52,353	(87,103)
CASH FLOWS FROM INVESTING ACTIVITIES									
Interest and Dividends on Investments	2,164	2,533	3,178 ⁽³⁾	4,230 ⁽³⁾	9,964 ⁽³⁾	6,918 ⁽³⁾	309 ⁽³⁾	6,918	7,000
Net Cash Provided (Used) by Investing Activities	2,164	2,533	3,178	4,230	9,964	6,918	309	6,918	7,000
Net Increase (Decrease) in Cash	(73,288)	11,505	(73,562)	2,307	(116,839)	50,175	(70,104)	59,272	(80,103)
Cash and Cash Equivalents - Beginning of Year	527,552	454,264	465,770	392,207	394,514	277,675	327,850	257,747	317,018
Cash and Cash Equivalents - End of Year	\$ 454,264	\$ 465,770	\$ 392,207	\$ 394,514	\$ 277,675	\$ 327,850	\$ 257,747	\$ 317,018	\$ 236,915

(1) For FY22, licenses and permits revenue projected to be the same as FY20.

(2) Projecting through FY22 based on FY20 rate of earnings.

(3) For FY22, the annual personal services costs are projected for the Executive Administrator to spend 10% and the Project Assistant to spend 100% of their time on Real Estate Recovery Fund related tasks.

License Application Matters
(Executive Session)

State of Alaska 2022 HOLIDAY CALENDAR

State Holidays

Date	Holiday
01/01/2022	New Year's Day (observed 12/31/2021)
01/17/2022	MLK Jr.'s Birthday
02/21/2022	Presidents' Day
03/28/2022	Seward's Day
05/30/2022	Memorial Day
07/04/2022	Independence Day
09/05/2022	Labor Day
10/18/2022	Alaska Day
11/11/2022	Veterans' Day
11/24/2022	Thanksgiving Day
12/25/2022	Christmas Day (observed 12/26/2022)

Please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

XX Holiday



JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Commission Members Comments & Questions

Adjournment