



Montana Department of LABOR & INDUSTRY

MONTANA BOARD OF REALTY REGULATION

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PO Box 200513
Helena, MT 59620-0513

WWW.REALESTATE.MT.GOV
(406) 841-2300
FAX (406) 841-2309
dlibsdrre@mt.gov

Fall 2017 Edition

CURRENT BOARD MEMBERS

- Ric Smith, Industry Member, Chair**
Polson, MT Term 5/12/2017 to 5/1/2021
- Dan Wagner, Industry Member**
Billings, MT Term 7/24/2015 to 5/1/2019
- Eric Ossorio, Industry Member**
Big Sky, MT Term 7/24/2015 to 5/1/2019
- Cindy Lanier, Industry Member**
Lakeside, MT Term 7/24/2015 to 5/1/2019
- Josh Peck, Public Member**
Butte, MT Term 7/24/2015 to 5/1/2019
- Julie Gardner, Industry Member**
Missoula, MT Term 5/12/2017 to 5/1/2020
- Harry Freebourn, Public Member**
Butte, MT Term 5/19/2017 to 5/1/2021

DEPARTMENT STAFF

- Rhonda Morgan – Executive Officer
- Vacant – Board Counsel
- Jennifer Stallkamp – Department Counsel
- Rita Reichert – Compliance Specialist
- Tiffany Huss – Auditor

BOARD MEETING DATES

- January 18th
- April 19th
- July 19th

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- Q&A
- How to Change Your Address Online

Executive Officer Report

By Rhonda Morgan, Executive Officer

Renewal time was very busy, as usual. A couple of reminders for the future:

* The Board does not send out renewal letters or invoices. There is a renewal postcard reminder that is sent; however, we cannot guarantee delivery or that the licensee has provided us with their current address. It is up to the licensee to know that they need to renew, and can do so starting as early as September 1st. I recommend putting a calendar reminder for yourself so you are not late and have to pay a late fee.

* Please do not wait until the last minute. If you want to renew online and have not done so before, your license has to be linked to your account, so make sure your login is working early in the renewal period.

I am very excited about the now available online change of address and contact information. Details are included in this newsletter. Also coming soon will be the official release of the online ability for supervising brokers to end and add salesperson relationships.

Current active licenses:

- Broker - 2155
- Salesperson - 3062
- Property Manager - 659

New licenses issued to date for FY18:

- Broker - 53
- Salesperson - 183
- Property Manager - 32

Administrative Rules Update:

- The Board has another package of proposed Administrative Rules changes. A notice of hearing will be posted within the next few weeks.



Proof Trumps Truth

By Ric Smith, Chair

It has been a pleasure and an education to serve on the Montana Board of Realty Regulation over the past five years. As the current board chair, I have found myself reflecting on experiences and what I have witnessed and learned while serving.

There have been many times where agents have a complaint filed against them, and unfortunately for that agent, they do not have adequate documentation to support their position. Even if the agent is telling the truth and in the right, if they lack proper documentation, they lose.

I am a real estate Broker, not an attorney, and certainly cannot provide legal advice. With that in mind, as Chair of the Board, I encourage all licensees to document their activities. There are many ways to accomplish documentation. Some include sending an email such as, "As we just discussed, you agreed to a price of \$150,000. I will email you shortly the appropriate paperwork for your signature." Licensees can also keep notes and log activities. Be sure to include dates and times.

While documentation can take some time, it is worth the effort. Proof Trumps Truth.

UPCOMING COURSES

December 21, 2017
4-Hour Trust Accounting Course
[Missoula Organization of Realtors](#)

February 15, 2018
Property Management Trust Account Course
Contact [Tiffany Huss](#) to register

March 13, 2018
Trust Accounts & Security Deposits
[NMAR](#)

May 10-11, 2018
Rookie Course
Contact GAR 406-585-0033

May 21-22, 2018
Rookie Course
[NMAR](#)

July 10, 2018
Property Management Trust Account Course
Contact [Tiffany Huss](#) to register

Scheduled upcoming courses can always be found on our website home page.
www.realestate.mt.gov

Q&A

Q: *How long do I have to keep all of the required transaction and trust account documentation?*

A: Eight years from the latter of the date of receipt or the date of the transaction was completed – ARM 24.210.601(1).

Q: *Is an agreement with a buyer required if I am a Dual Agent?*

A: Yes, an agreement with a buyer is required any time you are working on behalf of a buyer, including in dual agency transactions. Please refer to the following if you have questions: 28-2-901(1), 37-51-102(8) and (11), 37-51-313(4) and (7), and 37-51-314(3) and (10), MCA.



HOW TO CHANGE YOUR ADDRESS ON YOUR PROFESSIONAL LICENSE ONLINE - VIA THE EBIZ SYSTEM

1. Login with your user name and password <https://ebiz.mt.gov/pol>.
2. After logging in click the Account Management button near the top right of the page.

Logged in as: PAUL W MICKELSON Collections (0) Reports (3) ▼ **Account Management** Logout

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NEW! Watch a video to learn how to file an online license application.
*Video with optional closed captioning

Home Professional & Occupational Licensing Health Care Licensing

Advanced Search

User Name or E-mail: Password: **Login >**

Remember me on this computer [I've forgotten my password](#) New Users: [Register for an Account](#)

Welcome to the new Citizen Portal

The recommended internet browser for this site is Internet Explorer 9. Using other browsers or versions may cause functionality issues with this site depending on the browser and browser version.

Contact Information

Showing 1-1 of 1 | Download results

Action	Salutation	First Name	Middle Name	Last Name
Actions ▼		PAUL	W	MICKELSON

Showing 1-2 of 2 | Download results

Action	Salutation
Actions ▼	
View	

3. On the next page that opens click the down arrow by Actions in the Contact Information section and click view to open the Contact Edit Page.





- 4. Once the Contact Edit Page is open you can change the information as needed then click Save.**

Contact Information

Salutation: * First: Middle: * Last: Suffix: Title:

Name of Business:

Birth Date:

Country:

* Address Line 1:

Address Line 2:

* City: * State: * Zip:

Home Phone: Work Phone: Mobile Phone: Fax:

E-mail:

[Save](#) [Back to Account Management](#)

- 5. After clicking Save you will receive 2 e-mails within an hour. One stating your address has been changed and another with your updated license attached.**

