

**BROKERAGE VERIFICATION REPORT**  
**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**  
**DIVISION OF REAL ESTATE/EXAMINATION UNIT**  
(Only to be used with the authorization of the Real Estate Examination Unit)

Examination Record  
**X2022-11002**

<b>Sponsoring Broker Name:</b> _____	<b>License Number:</b> 471.000016
<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	Licensee Response
<b>OFFICE</b>		
5-45 (d) 1450.610	Do you maintain a place of business? Specify if this is a physical office <u>or</u> virtual office: <input type="checkbox"/> Physical Office <input type="checkbox"/> Virtual Office Virtual Office Website, URL, or Digital Platform:	
5-45 (d) 1450.725	Do you have an identification sign conspicuously displayed to the public on the outside of your <u>physical office</u> ?	
5-45 (d) 1450.610 1450.715 1450.720 1450.725	If you maintain a <u>virtual office</u> , does your website or digital platform contain the sponsoring broker's name and comply with all advertising requirements under the Rules?	
5-45 (d) 20-20 (a)(4)	Is your physical office located in a separate and distinct area, away from any retail or financial business establishment?	
5-27 (d) 1450.610 (d) 1450.730	Is proof of licensure for all sponsored licensees readily available to the public in the sponsoring broker's physical office or available through electronic means provided by the sponsoring broker? If this is a virtual office, does the website, URL, or digital platform meet all registry requirements?	
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>	
5-41 1450.150 (a) 1450.150 (c) 1450.610	Have you notified IDFPR of the current physical or virtual office address of record and email address of record? <b>List your current address of record and email address of record in the upper portion of this report</b>	
10-30 (d) 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>	
1450.740	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) and duties that each perform</b>	
10-20 (e) 1450.745	Have any of your sponsored licensees formed a business entity for direct payment of compensation? <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 act as a corporation and maintain Articles of Incorporation as an <u>active</u> Illinois charter or have authority to transact business filed with the Secretary of State? <b>Attach a copy of your Articles of Incorporation or certificate of authority to transact business filed with the SOS and last annual report</b>	
5-15 (d) 20-20 (a)(6) 1450.600 (d)	Do you act as a limited liability company and maintain an Illinois organization or have admission to transact business filed with the Secretary of State? <b>Attach a copy of your Articles of Organization or application to transact business from the SOS</b>	
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? <b>Attach a copy of your affidavit filed with IDFPR</b>	

5-15 (c) 20-20 (a)(6) 1450.600 (f)	Do you act as a limited partnership or limited liability partnership and maintain an Illinois letter of authority issued by the Secretary of State or a copy of the application for admission endorsed by the Secretary of State? <b>Attach a <u>copy</u> of your letter of authorization from the SOS</b>	
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**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	Licensee Response
<b>BROKERAGE AGREEMENTS &amp; CONTRACTS</b>		
1-10	Do you or anyone you sponsor provide licensed real estate services for others? <i>Please refer to the definition of "Broker" 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) of the Administrative Rules</i>	
15-75 1450.770 1450.775	Have you or anyone you sponsor had any sales, listings, property management, lease, or rental agreements, buyer brokerage or tenant representations during the past 3 years? <b>Attach a list of your agreements (closed, active, cancelled, expired, etc.) for the last 12 months and list of pending sales. Include the type of transaction, name of client, 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, name of client, property address, and agreement date.</b>	
10-27 1450.765	Have you or anyone you sponsor had any direct or indirect interest in property that was the subject of a brokerage transaction during the past 3 years? <b>Attach a list of your transactions (include the type of transaction, name of client, property address and agreement date).</b>	
<b>ADVERTISING</b>		
10-30 1450.715 1450.720	What forms of advertising do you utilize?	
10-30 1450.715 1450.720	Does your business utilize digital or electronic advertising? Website or digital platform:	
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 all your dual agency transactions for the last 12 months (include the type of transaction, names of clients, 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 type of transaction, names of clients, property address and agreement date).</b>	

GUARANTEED SALES PLAN	
10-50	Do you offer a guaranteed sales plan? <b>Provide a copy of your guaranteed sales plan.</b>

SPECIAL ACCOUNTS	
1450.750	Do you collect, hold, or maintain escrow money? <b>Provide the <i>Master Escrow Account Log</i> and complete the account information below</b>
Account Name:	Account Number:
Name of Bank:	Signatory (Include License Number)
Bank Address:	Signatory (Include License Number)
	Signatory (Include License Number)

RECORD KEEPING	
5-45 (d) 1450.755	Do you as the sponsoring broker maintain transaction records (listings, sales, property management, lease, rental, buyer broker or tenant representation – including but not limited to closed, cancelled, expired, or withdrawn transactions), escrow records, employment agreements, and records reflecting payment of compensation for 5 years?
1450.755 (a)(2)	Do you maintain in the sponsoring broker's principal office escrow records for the immediate prior 2-year period?
1450.755 (a)(3)(C)	Do you maintain in the sponsoring broker's principal office transaction records involving any active or pending transaction, or representation for the immediate prior 2 years?
1450.755 (a)(3)(C)	Do you maintain in the sponsoring broker's principal office transaction records in which escrow funds or monies belonging to others have been received and not yet disbursed for the immediate prior 2 years?
1450.610 (d) 1450.755 (b)	Are records kept electronically?
1450.755 (b)	If records are kept electronically, do you as the sponsoring broker ensure that a backup is performed at least once a month?

SUPERVISION	
10-40 10-55 1450.705 (b)(1)	As the designated managing broker, do you supervise the activities of licensees and unlicensed assistants working in this office by implementing company policies and procedures established by the sponsoring broker?
10-55 1450.705 (b)(2)	Describe the training program for licensees, employees, and unlicensed assistants.
10-55 1450.705 (b)(3)	As designated managing broker, do you supervise and assist licensees in real estate transactions?
10-55 1450.705 (b)(4)	As designated managing broker, do you supervise the special accounts to ensure compliance with the special account provisions of the Act and Rules?
10-55 1450.705 (b)(5)	As designated managing broker, do you supervise all advertising, in any medium, of any service for which a license is required?
10-55 1450.705 (b)(6)	As designated managing broker, do you familiarize sponsored licensees with the requirements of federal, state, and local laws relating to licensed activities?

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

**Designated Managing Broker's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMMENTS:**

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