

# Agency Summary And Certification

**429 -- Real Estate Commission**

**AUG 28 2020**

Original Submission  or Rev No. \_\_\_\_\_

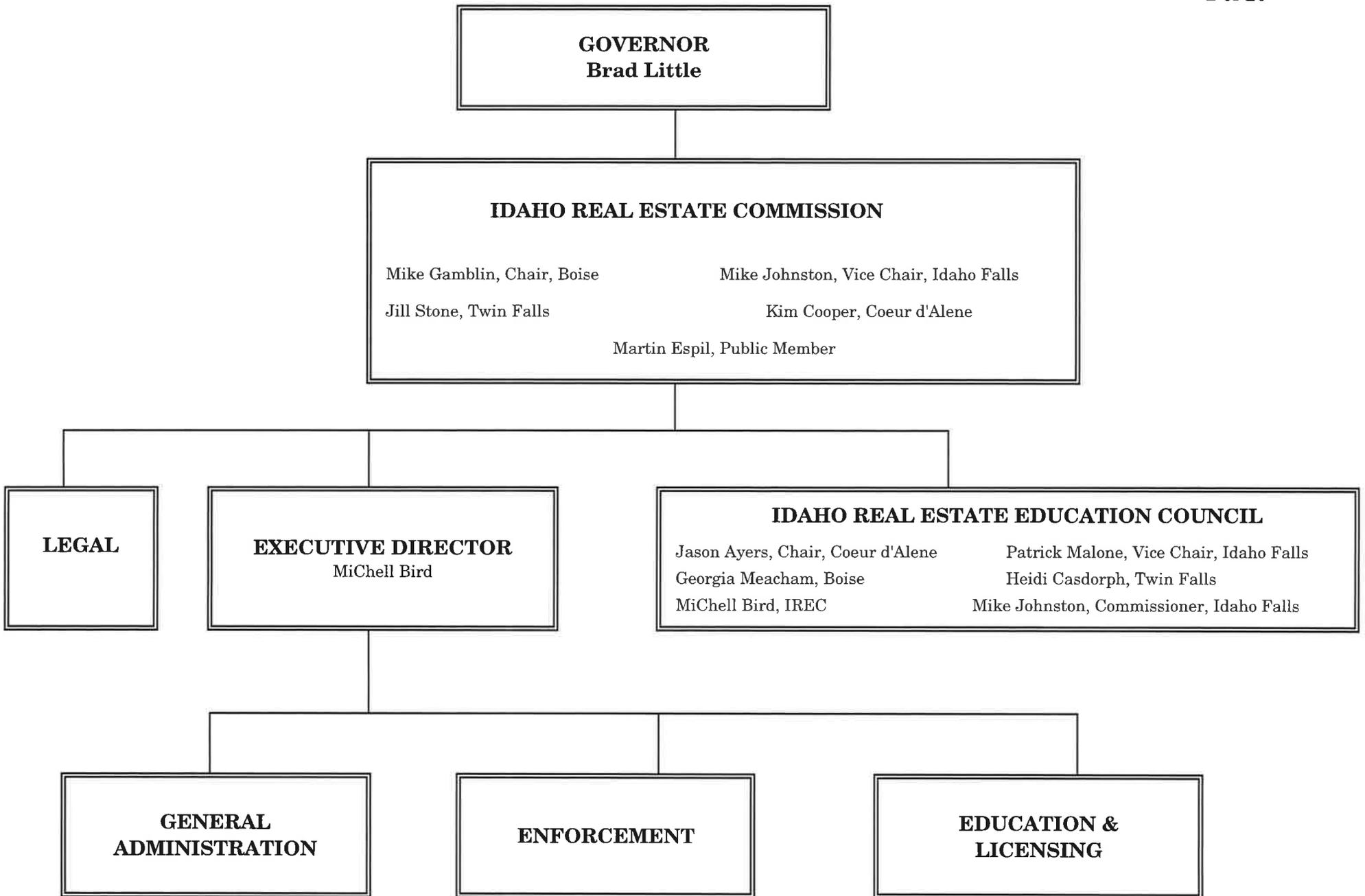
**FY2022 Request**

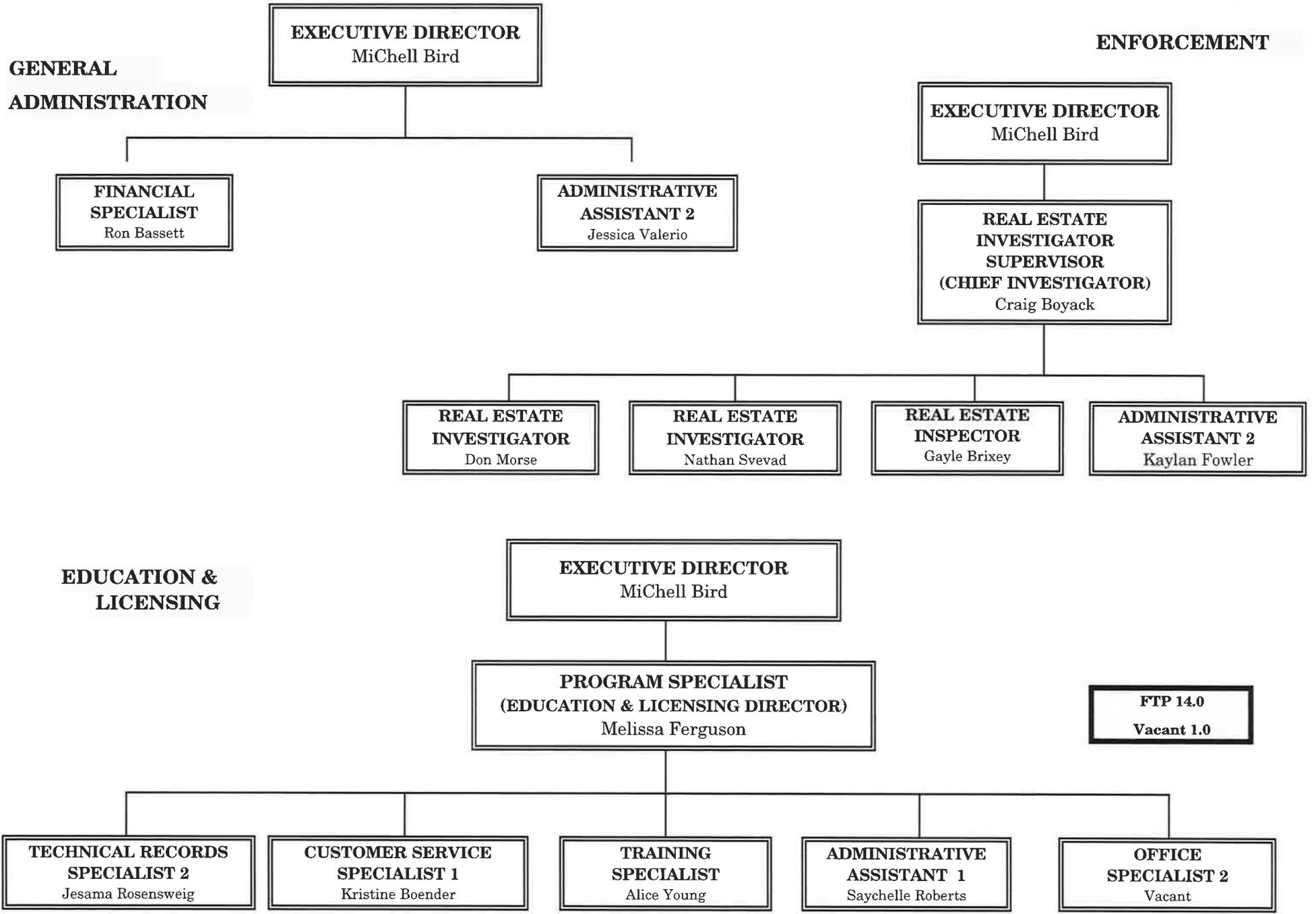
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In accordance with 67-3502, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

Signature of Department Director : *MaChell M Bin* Date: *8/28/20*

Function/Activity	FY 2020 Total Appropriation	FY 2020 Total Expenditures	FY 2021 Original Appropriation	FY 2021 Estimated Expenditures	FY 2022 Total Request
Real Estate Regulation	1,687,800	1,679,400	1,642,300	2,064,600	0
<b>Total</b>	1,687,800	1,679,400	1,642,300	2,064,600	0
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
D 0229-00 State Regulatory Fund	1,687,800	1,679,400	1,642,300	2,064,600	0
<b>Total</b>	1,687,800	1,679,400	1,642,300	2,064,600	0
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	1,072,300	1,023,200	1,014,900	1,014,900	0
Operating Expenditures	599,400	633,600	627,400	1,049,700	0
Capital Outlay	16,100	22,600	0	0	0
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
<b>Total</b>	1,687,800	1,679,400	1,642,300	2,064,600	0
<b>FTP Total</b>	15.00	15.00	14.00	14.00	14.00





**FY 2022 Agency Budget - Request****Line Item Report**

Agency: 429 Real Estate Commission

Decision Unit	Priority	Agency Request		
		FTP	General	Total
<b>Real Estate Regulation</b>				
12.81 Revenue Adjustments	0	0.00	0	(1,669,700)
		<b>0.00</b>	<b>0</b>	<b>(1,669,700)</b>





**FORM B12: ANALYSIS OF FUND BALANCES**

Request for Fiscal Year : 2022

Agency/Department: Real Estate Commission

Agency Number: 429

Original Request Date: August 28, 2020 or Revision Request Date: \_\_\_\_\_

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Sources and Uses:

FUND NAME:	FUND CODE:	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
<b>1. Beginning Free Fund Balance</b>		<b>2,594,100</b>	<b>2,627,100</b>	<b>2,780,400</b>	<b>2,620,600</b>	<b>2,595,100</b>
2. Encumbrances as of July 1		18,100	0	0	0	0
2a. Reappropriation (Legislative Carryover)		0	0	0	0	0
<b>3. Beginning Cash Balance</b>		<b>2,612,200</b>	<b>2,627,100</b>	<b>2,780,400</b>	<b>2,620,600</b>	<b>2,595,100</b>
4. Revenues (from Form B-11)		1,416,600	1,541,600	1,520,700	1,618,300	1,698,700
5. Non-Revenue Receipts and Other Adjustments	Suspende, borrowing limit	(24,400)	900	(400)	0	
6. Statutory Transfers in:	Fund or Reference:	0	0	0	0	
7. Operating Transfers in:	Fund or Reference:	0	0	0	0	0
<b>8. Total Available for Year</b>		<b>4,004,400</b>	<b>4,169,600</b>	<b>4,300,700</b>	<b>4,238,900</b>	<b>4,293,800</b>
9. Statutory Transfers Out:	Fund or Reference:	0	0	0	0	0
10. Operating Transfers Out:	Fund or Reference:	0	0	0	0	0
11. Non-Expenditure Disbursements and Other Adjustments	Refunds, Clearing, P-card pymts	(11,300)	15,400	700	1,500	0
12. Cash Expenditures for Prior Year Encumbrances		14,800	0	0	0	0
13. Original Appropriation		1,596,800	1,627,400	1,689,800	1,642,300	1,669,700
14. Prior Year Reappropriations, Supplementals, Rescissions		0	0	(2,000)	0	0
15. Non-cogs, Receipts to Appropriation, etc		0	0	0	0	0
16. Reversions and Continuous Appropriations		(223,000)	(253,600)	(8,400)	0	0
17. Current Year Reappropriation		0	0	0	0	0
18. Reserve for Current Year Encumbrances		0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>		<b>1,373,800</b>	<b>1,373,800</b>	<b>1,679,400</b>	<b>1,642,300</b>	<b>1,669,700</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>		<b>1,373,800</b>	<b>1,373,800</b>	<b>1,679,400</b>	<b>1,642,300</b>	<b>1,669,700</b>
<b>20. Ending Cash Balance</b>		<b>2,627,100</b>	<b>2,780,400</b>	<b>2,620,600</b>	<b>2,595,100</b>	<b>2,624,100</b>
21. Prior Year Encumbrances as of June 30		0	0	0	0	0
22. Current Year Encumbrances as of June 30		0	0	0	0	0
22a. Current Year Reappropriation		0	0	0	0	0
23. Borrowing Limit		0	0	0	0	0
<b>24. Ending Free Fund Balance</b>		<b>2,627,100</b>	<b>2,780,400</b>	<b>2,620,600</b>	<b>2,595,100</b>	<b>2,624,100</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>		0	0	0	0	0
<b>24b. Ending Free Fund Balance Including Direct Investments</b>		<b>2,627,100</b>	<b>2,780,400</b>	<b>2,620,600</b>	<b>2,595,100</b>	<b>2,624,100</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>						

\*Note:

Shaded areas in matrix are calculated. Numbers are rounded to hundreds of dollars. Font set to fit to page.

## FY 2022 Agency Budget - Request

## Detail Report

Agency: 429 - Real Estate Commission

Function: 10 - Real Estate Regulation

			<u>FTP</u>	<u>Personnel Cost</u>	<u>Operating Expense</u>	<u>Capital Outlay</u>	<u>Trustee/ Benefit</u>	<u>Lump Sum</u>	<u>Total</u>
<b>FY 2020 Total Appropriation</b>									
1.00									
	0229-00	Dedicated	15.00	1,072,300	599,400	16,100	0	0	1,687,800
	<b>Total</b>		<b>15.00</b>	<b>1,072,300</b>	<b>599,400</b>	<b>16,100</b>	<b>0</b>	<b>0</b>	<b>1,687,800</b>
1.21	Net Object Transfers								
	Laptops, payment towards Chinden move.								
	0229-00	Dedicated	0.00	(49,100)	42,600	6,500	0	0	0
	<b>Total</b>		<b>0.00</b>	<b>(49,100)</b>	<b>42,600</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
1.61	Reverted Appropriation Balances								
	Reverted Appropriation Balances								
	0229-00	Dedicated	0.00	0	(8,400)	0	0	0	(8,400)
	<b>Total</b>		<b>0.00</b>	<b>0</b>	<b>(8,400)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(8,400)</b>
<b>FY 2020 Actual Expenditures</b>									
	0229-00	Dedicated	15.00	1,023,200	633,600	22,600	0	0	1,679,400
	<b>Total</b>		<b>15.00</b>	<b>1,023,200</b>	<b>633,600</b>	<b>22,600</b>	<b>0</b>	<b>0</b>	<b>1,679,400</b>
<b>FY 2021 Original Appropriation</b>									
3.00									
	0229-00	Dedicated	14.00	1,014,900	622,900	0	0	0	1,637,800
	OT 0229-00	Dedicated	0.00	0	4,500	0	0	0	4,500
	<b>Total</b>		<b>14.00</b>	<b>1,014,900</b>	<b>627,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,642,300</b>
<b>Expenditure Adjustments</b>									
4.31	Supplemental								
	Chinden Move Project Cost								
	OT 0229-00	Dedicated	0.00	0	422,300	0	0	0	422,300
	<b>Total</b>		<b>0.00</b>	<b>0</b>	<b>422,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>422,300</b>
<b>FY 2021 Total Appropriation</b>									
	0229-00	Dedicated	14.00	1,014,900	622,900	0	0	0	1,637,800
	OT 0229-00	Dedicated	0.00	0	426,800	0	0	0	426,800
	<b>Total</b>		<b>14.00</b>	<b>1,014,900</b>	<b>1,049,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,064,600</b>
<b>FY 2021 Estimated Expenditures</b>									
	0229-00	Dedicated	14.00	1,014,900	622,900	0	0	0	1,637,800
	OT 0229-00	Dedicated	0.00	0	426,800	0	0	0	426,800
	<b>Total</b>		<b>14.00</b>	<b>1,014,900</b>	<b>1,049,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,064,600</b>

## FY 2022 Agency Budget - Request

## Detail Report

Agency: 429 - Real Estate Commission

Function: 10 - Real Estate Regulation

		FTP	Personnel Cost	Operating Expense	Capital Outlay	Trustee/ Benefit	Lump Sum	Total
<b>Base Adjustments</b>								
8.41	Removal of One-Time Expenditures							
	0229-00 Dedicated	0.00	0	0	0	0	0	0
	OT 0229-00 Dedicated	0.00	0	(426,800)	0	0	0	(426,800)
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>(426,800)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(426,800)</b>
<b>FY 2022 Base</b>								
	0229-00 Dedicated	14.00	1,014,900	622,900	0	0	0	1,637,800
	OT 0229-00 Dedicated	0.00	0	0	0	0	0	0
	<b>Total</b>	<b>14.00</b>	<b>1,014,900</b>	<b>622,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,637,800</b>
<b>Program Maintenance</b>								
10.11	Change in Health Benefit Costs							
	0229-00 Dedicated	0.00	17,900	0	0	0	0	17,900
	<b>Total</b>	<b>0.00</b>	<b>17,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,900</b>
10.12	Change in Variable Benefit Costs							
	0229-00 Dedicated	0.00	5,600	0	0	0	0	5,600
	<b>Total</b>	<b>0.00</b>	<b>5,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,600</b>
10.61	Salary Multiplier - Regular Employees							
	0229-00 Dedicated	0.00	8,400	0	0	0	0	8,400
	<b>Total</b>	<b>0.00</b>	<b>8,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,400</b>
<b>FY 2022 Total Maintenance</b>								
	0229-00 Dedicated	14.00	1,046,800	622,900	0	0	0	1,669,700
	OT 0229-00 Dedicated	0.00	0	0	0	0	0	0
	<b>Total</b>	<b>14.00</b>	<b>1,046,800</b>	<b>622,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,669,700</b>
<b>Line Items</b>								
12.81	Revenue Adjustments							
	0229-00 Dedicated	0.00	(1,046,800)	(622,900)	0	0	0	(1,669,700)
	<b>Total</b>	<b>0.00</b>	<b>(1,046,800)</b>	<b>(622,900)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,669,700)</b>
<b>FY 2022 Total</b>								
	0229-00 Dedicated	14.00	0	0	0	0	0	0
	OT 0229-00 Dedicated	0.00	0	0	0	0	0	0
	<b>Total</b>	<b>14.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>FORM B8.1: PROGRAM REQUEST BY DECISION UNIT</b>					
Agency/Department: Self-Governing Agencies		Request for Fiscal Year : 2022			
Function/Division: Regulatory Boards		Agency Number: 429			
Activity/Program: Real Estate Commission		Function/Activity Number:			
		Budget Unit: SGBJ			
Original Request Date: August 28, 2020	Revision Request Date:	Page: 10 of 20			
<b>Decision Unit Number: 4.31</b>		<b>Descriptive Title:</b>			
Description	General	Dedicated	Federal	Other	Total
FULL TIME POSITIONS (FTP) PERSONNEL COSTS: 1 2 3					
<b>TOTAL PERSONNEL COSTS:</b>					
OPERATING EXPENDITURES by summary object: 1. Chinden Move Project Cost 2. 3.	422,300				\$422,300
<b>TOTAL OPERATING EXPENDITURES:</b>	<b>\$422,300</b>				<b>\$422,300</b>
CAPITAL OUTLAY by summary object: 1. 2. 3.					
<b>TOTAL CAPITAL OUTLAY:</b>					
<b>T/B PAYMENTS:</b>					
<b>LUMP SUM:</b>					
<b>GRAND TOTAL</b>	<b>\$422,300</b>				<b>\$422,300</b>

Attach as many pages as necessary to respond to the following questions:

1. What is being requested and why? Specifically, what problem is this request trying to solve and how does this request address that problem?
  - a. If a supplemental request, explain how this request arises to the level of being an emergency for the agency.
2. Indicate the specific source of authority, whether in statute or rule, that supports this request.
3. What is the agency staffing level, OE, or CO for this activity currently and how much funding, by source, is in the Base?
4. What resources are necessary to implement this request?
  - a. List by position: position titles, pay grades, full or part-time status, benefit eligibility, anticipated dates of hire and terms of service.
  - b. Note any existing agency human resources that will be redirected to this new effort, how existing operations will be impacted, and anticipated oversight the position would have over other employees. Please indicate any requested personnel on the organizational chart submitted with this budget request.
  - c. List any additional operating funds and capital items needed and note onetime versus ongoing costs.
  - d. What is the basis for the requested resources? How were PC, OE, or CO needs projected? Was an RFI done to project estimated costs (if so, please attach a copy of the basis for your cost estimates)?
6. Provide additional detail about the request, including one-time versus ongoing. Include a description of major revenue assumptions, for example, whether there is a new customer base, fee structure changes, anticipated grant awards, or anticipated partnerships with other state agencies or other entities.
7. Who is being served by this request and what are the expected impacts of the funding requested? If this request is not funded who and what are impacted?

**B8.1 Justification**

Chinden Move Project Cost – Real Estate Commission

The Real Estate Commission is requesting a supplemental appropriation to cover costs incurred as a result of Executive Order 2020-10.



FORM B6: WAGE & SALARY RECONCILIATION

4.11	Appropriation Adjustments:								
	Reappropriation		0.00	0	0	0	0		
4.31	Supplemental		0.00	0	0	0	0		0
5.00	<b>FY 2021 TOTAL APPROPRIATION</b>		<b>14.00</b>	<b>698,500</b>	<b>168,400</b>	<b>148,000</b>	<b>1,014,900</b>		
	Expenditure Adjustments:								
6.31	FTP or Fund Adjustment		0.00	0	0	0	0		0
6.51	Transfer Between Programs		0.00	0	0	0	0		0
7.00	<b>FY 2021 ESTIMATED EXPENDITURES</b>		<b>14.00</b>	<b>698,500</b>	<b>168,400</b>	<b>148,000</b>	<b>1,014,900</b>		
	Base Adjustments:								
8.31	Transfer Between Programs		0.00	0	0	0	0		0
8.41	Removal of One-Time Expenditures		0.00	0	0	0	0		0
8.51	Base Reduction		0.00	0	0	0	0		0
9.00	<b>FY 2022 BASE</b>		<b>14.00</b>	<b>698,500</b>	<b>168,400</b>	<b>148,000</b>	<b>1,014,900</b>		
10.11	Change in Health Benefit Costs				17,900		17,900		
10.12	Change in Variable Benefits Costs					5,600	5,600		
	Subtotal CEC Base:	Indicator Code	14.00	698,500	186,300	153,600	1,038,400		
10.51	Annualization			0	0	0	0		
10.61	CEC for Permanent Positions	1.00%		6,900		1,500	8,400		
10.62	CEC for Group Positions	0.00%		0		0	0		
10.63	CEC for Elected Officials & Commissioners			0		0	0		
11.00	<b>FY 2022 PROGRAM MAINTENANCE</b>		<b>14.00</b>	<b>705,400</b>	<b>186,300</b>	<b>155,100</b>	<b>1,046,800</b>		
	Line Items:								
12.01									0
12.02									0
12.03									0
13.00	<b>FY 2022 TOTAL REQUEST</b>		<b>14.00</b>	<b>705,400</b>	<b>186,300</b>	<b>155,100</b>	<b>1,046,800</b>		

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B****AGENCY INFORMATION**

AGENCY NAME:	Real Estate Commission	Division/Bureau:	
Prepared By:	Ron Bassett	E-mail Address:	<a href="mailto:ron.bassett@irec.idaho.gov">ron.bassett@irec.idaho.gov</a>
Telephone Number:	208-334-3285	Fax Number:	208-334-2050
DFM Analyst:	Misty Lawrence	LSO/BPA Analyst:	Christine Otto
Date Prepared:	8/12/2020	For Fiscal Year:	2021

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Logger's Creek Terrace				
City:	Boise	County:	Ada		
Street Address:	575 E Parkcenter Boulevard, Suite #180			Zip Code:	83706
Facility Ownership (could be private or state-owned)	Private Lease:	<input checked="" type="checkbox"/>	State Owned:	<input type="checkbox"/>	Lease Expires:

**FUNCTION/USE OF FACILITY**

Administrative office space, meeting/hearing room, conference room.

**COMMENTS**

We no longer expect to be in this space after June 30th, 2021.

**WORK AREAS**

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Total Number of Work Areas:	15	15	N/A	N/A	N/A	N/A
Full-Time Equivalent Positions:	13	13	N/A	N/A	N/A	N/A
Temp. Employees, Contractors, Auditors, etc.:	0	0	N/A	N/A	N/A	N/A

**SQUARE FEET**

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Square Feet:	5,823	5,823	TBD	TBD	TBD	TBD

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
Total Facility Cost/Yr:	\$90,955.20	N/A	N/A	N/A	N/A	N/A

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2020	ESTIMATE 2021	REQUEST 2022	REQUEST 2023	REQUEST 2024	REQUEST 2025
	<input type="checkbox"/>					

**IMPORTANT NOTES:**

1. Upon completion, please send to Leasing Assistant at the Division of Public Works via email to [Melissa.Broome@adm.idaho.gov](mailto:Melissa.Broome@adm.idaho.gov). Please e-mail or call 208-332-1933 with any questions.
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. **DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.**

**AGENCY NOTES:**

We no longer expect to be in this space after June 30th, 2021, as we are moving to the Chinden campus.

## Part I – Agency Profile

### Agency Overview

The Idaho Real Estate Commission, created in 1947, is a self-governing agency authorized under Chapter 20, Title 54, Idaho Code. Executive Order 2020-10 moved the Real Estate Commission from a stand-alone agency to be included under the Division of Occupational and Professional Licensing. The Commission is a dedicated fund agency, with funding for all Commission operations coming primarily from license and application fees; the Real Estate Commission receives no general fund monies. The primary obligation of the Commission is to protect the public interest in regulated real estate transactions through administration of the Idaho Real Estate License Law and Rules. The Commission issues licenses to real estate brokers and sales associates, develops and oversees education programs and licensing exams, and investigates complaints and takes disciplinary actions for violations of the license law. The Commission is also charged with administering the State's Subdivided Lands Disposition Act (Chapter 18, Title 55, Idaho Code). The Act requires sellers of timeshares and out-of-state subdivision lots to register their projects with the Commission as a prerequisite to marketing them in Idaho.

The Commission is composed of five Governor-appointed Commissioners, including brokers from four geographic areas of the state, and one "at large" public member. The Commissioners meet approximately 9 times a year to establish the policies by which the Commission operates and to hear and decide enforcement matters. Commissioners hire an Executive Director to oversee agency operations and implement Commission policies. The Commission's 13 additional full-time employees are divided into three departments: Administration, Education & Licensing, and Enforcement.

In addition, the Real Estate Education Council is established by Idaho Code 54-2008 to serve as an advisory group to the Commission and to perform other duties related to planning, coordinating and directing education programs as authorized in the Council's bylaws. The Education Council consists of six members: four appointed by the Commission from the four geographic areas of the state; one Commissioner; and the Commission's Executive Director.

Approximately 91% of active Idaho licensees belong to the Idaho Association of REALTORS®, a prominent trade association for real estate licensees. Although the interests of the agency and the association may sometimes differ, the Commission works with the Association to develop consensus on issues affecting licensees.

### Core Functions/Idaho Code

**Education & Licensing Department** – Issues and renews licenses for Idaho real estate brokers salespersons and companies, including verification of eligibility for licensure; develops and reviews curriculum for pre-license and post license education, the Commission's Business Conduct & Office Operations course, and annual Core courses; certifies courses, instructors and course providers and monitors their performance; audits licensee compliance with Continuing Education requirements; oversees license examination content and administration; oversees fingerprinting for background checks; oversees licensee Errors & Omissions insurance program and monitors licensee compliance with E&O requirement; processes records changes and requests for certified license and education histories.

**Enforcement Department** – Investigates complaints of alleged license law violations; inspects real estate brokerage trust accounts and office operations; recommends discipline for licensees and others for violations of the license law and monitors compliance; provides training and assistance to licensees, brokerages, and trade associations; oversees the timeshare and land registrations required under the Idaho Subdivided Lands Disposition Act.

**Administration Department** – Maintains the Commission website, online services and internal licensing database application; publishes and distributes the bi-annual licensee newsletter (the *Real Estatement*), annual license law booklet, and Commission-approved agency disclosure brochure; acts as a liaison with legislature and trade association (Idaho REALTORS®); performs fiscal, human resources and purchasing functions; and functions as support staff for the Commissioners, Education Council and legal counsel.

**Revenue and Expenditures**

Revenue	FY 2017	FY 2018	FY 2019	FY 2020
Special Real Estate Fund	\$1,169,121	\$1,265,982	\$1,347,723	\$1,332,894
Civil Penalty Fine Monies**	\$127,495	\$150,606	\$193,869	\$187,856
<b>Total</b>	<b>\$1,296,616</b>	<b>\$1,416,588</b>	<b>\$1,541,592</b>	<b>\$1,520,750</b>
Expenditures	FY 2017	FY 2018	FY 2019	FY 2020
Personnel Costs	\$881,782	\$952,113	\$937,895	\$1,023,241
Operating Expenditures	\$459,975	\$418,417	\$405,128	\$633,549
Capital Outlay	\$8,203	\$18,127	\$30,793	\$22,586
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$1,349,960</b>	<b>\$1,388,657</b>	<b>\$1,373,816</b>	<b>\$1,679,377</b>

**Profile of Cases Managed and/or Key Services Provided**

Cases Managed and/or Key Services Provided	FY 2017	FY 2018	FY 2019	FY 2020
<b>LICENSING DEPARTMENT</b>				
New Licenses Issued	1,539 (+18.0%)	1,851 (+21%)	1,816 (-1%)	1,545 (-15%)
Total License Count (% Change from Previous Year)	11,434 (+6.9%)	12,609 (+10.3%)	13,276 (+5.3%)	13,921 (+4.6%)
<b>ENFORCEMENT DEPARTMENT</b>				
Total Office Audits Completed	189	203	183	369
Total New Complaints Opened	417	552	669	597
Total Complaints Dismissed	37	47	31	35
<b>Total Disciplinary Actions Taken</b>	<b>390</b>	<b>503</b>	<b>598</b>	<b>562</b>
CE Disciplinary Actions	136	140	189	250
E&O Disciplinary Actions	186	304	367	240
Other Disciplinary Actions	58	57	42	72
<b>EDUCATION DEPARTMENT</b>				
<b>Certification of New</b>				
Courses	84	79	58	48
Instructors	10	17	28	13
Providers	7	20	12	8
<b>Curriculum Evaluation</b>				
Sales Pre-License	Ongoing	Ongoing	Ongoing	Ongoing
Broker Pre-License	Ongoing	Ongoing	Ongoing	Ongoing
<b>Education Council Course Audits</b>	12	12	8	10
<b>License Exam Statistics</b>				
Idaho exams administered	2,871	3,376	3,509	2,890

**Licensing Freedom Act**

Agencies who participate in licensure must report on the number of applicants denied licensure or license renewal and the number of disciplinary actions taken against license holders.

	FY 2017	FY 2018	FY 2019	FY 2020
<b>BROKER LICENSE</b>				
Total Number of Licenses	2,458	2,552	2,587	2,644
Number of New Applicants Denied Licensure	1	3	1	0
Number of Applicants Refused Renewal of a License	0	0	0	0
Number of Complaints Against Licensees	104	138	157	132
Number of Final Disciplinary Actions Against Licensees	93	126	142	115

	FY 2017	FY 2018	FY 2019	FY 2020
<b>SALESPERSON LICENSE</b>				
Total Number of Licenses	8,905	9,863	10,689	11,277
Number of New Applicants Denied Licensure	8	3	2	1
Number of Applicants Refused Renewal of a License	0	0	0	0
Number of Complaints Against Licensees	321	411	503	400
Number of Final Disciplinary Actions Against Licensees	287	366	448	382
<b>COMPANY LICENSE</b>				
Total Number of Licenses	779	820	864	903
Number of New Applicants Denied Licensure	0	0	0	0
Number of Applicants Refused Renewal of a License	0	0	0	0
Number of Complaints Against Licensees	42	42	40	35
Number of Final Disciplinary Actions Against Licensees	39	42	39	31
<b>COOPERATIVE BROKER LICENSE</b>				
Total Number of Licenses	2	22	14	35
Number of New Applicants Denied Licensure	0	0	0	0
Number of Applicants Refused Renewal of a License	0	0	0	0
Number of Complaints Against Licensees	0	2	0	1
Number of Final Disciplinary Actions Against Licensees	0	0	2	0
<b>PROVIDER CERTIFICATION</b>				
Total Number of Licenses	81	95	93	91
Number of New Applicants Denied Licensure	0	0	0	0
Number of Applicants Refused Renewal of a License	0	0	0	0
Number of Complaints Against Licensees	0	1	0	0
Number of Final Disciplinary Actions Against Licensees	0	0	0	0
<b>INSTRUCTOR CERTIFICATION</b>				
Total Number of Licenses	68	64	78	68
Number of New Applicants Denied Licensure	0	3	0	0
Number of Applicants Refused Renewal of a License	0	0	0	0
Number of Complaints Against Licensees	0	0	0	0
Number of Final Disciplinary Actions Against Licensees	0	0	0	0
<b>SUBDIVIDED LANDS AND TIMESHARE REGISTRATION</b>				
Total Number of Licenses	NA	NA	NA	NA
Number of New Applicants Denied Licensure	NA	NA	NA	NA
Number of Applicants Refused Renewal of a License	NA	NA	NA	NA
Number of Complaints Against Licensees	0	1	3	0
Number of Final Disciplinary Actions Against Licensees	0	0	0	0

### Red Tape Reduction Act

Each agency shall incorporate into its strategic plan a summary of how it will implement the Red Tape Reduction Act, including any associated goals, objectives, tasks, or performance targets. This information may be included as an addendum.

	As of July 1, 2019	As of July 1, 2020
Number of Chapters	1	1
Number of Words	4,136	4,136
Number of Restrictions	82	82

### Part II – Performance Measures

Performance Measure		FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
<b>Goal 2 – Improve the quality and relevance of education programs for new and existing licensees.</b>						
1. Number of sales associate and broker prelicense courses reviewed and updated each year for relevance and current laws	actual	Sales Associate: No Broker: No	Sales Associate: No Broker: Yes	Sales Associate: 0% Broker: 40%	Sales Associate: 0 Broker: 40%	-----
	target	25%	25%	25%	25%	
<b>Goal 3 – Improve administration of licensing process to promptly and efficiently process licensing paperwork.</b>						
2. Number of completed license applications and notice of change forms processed and approved within ten (10) business days from receipt	actual	X	X	100%	100%	-----
	target	100%	100%	100%	100%	
<b>Goal 4 – Assure consistent licensee compliance with real estate license law.</b>						
3. Maintain bi-annual audit schedule for Idaho brokerages	actual	Yes	No	No	No	-----
	target	50% of offices each year	50% of offices each year	50% of offices each year	50% of level 2+ offices each year	
4. Number of investigations completed within 6 months from opening of case	actual	93%	90%	90%	92%	-----
	target	100%	100%	100%	100%	
<b>Goal 5 – Develop and maintain technology, procedures and staff training to ensure efficient operations and customer service.</b>						
5. Number of callers or e-mail inquiries who are able to make contact with a staff member within one business day of contacting the commission office	actual	X	X	100%	100%	-----
	target	100%	100%	100%	100%	

**For More Information Contact:**

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***Director Attestation for Performance Report***

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In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Real Estate Commission

McChell McBride  
Director's Signature

8/28/20  
Date

Please return to:

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304 N. 8<sup>th</sup> Street, 3<sup>rd</sup> Floor  
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