

Broker Responsibility Supplement

Knowledge is the Vehicle - Service is the Goal

Serving Texas real estate licensees since 1987 with a dedication to quality real estate education.

Lloyd Hampton Real Estate Education TREC Provider # 09844 www.LHREE.com Lloyd@LHREE.com Broker Responsibility NIB J **Regulations for Brokers** > The Texas Real Estate License Act www.trec.texas.gov > Rules of the Texas Real Estate Commission www.trec.texas.gov ➤ Landlord-Tenant Law www.capitol.texas.gov Texas Dept of Insurance, Procedural Rule 53 www.tdi.texas.gov ➤ Real Estate Settlement Procedures Act www.consumerfinance.gov Truth-in-Lending Act (TILA) www.consumerfinance.gov Consumer Financial Protection Bureau Rules w.consumerfinance.gov Can-Spam Act & Telemarketing Rules www.ftc.gov Realtors® Code of Ethics (Voluntary Standards) www.realtor.com Fair Housing Act www.hud.gov Federal Antitrust Law www.ftc.gov www.capitol.texas.gov Texas Deceptive Trade Practices Act

THINGS YOU NEED TO KNOW

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Subject Matter Competency - NIB

Brokers <u>should</u> keep record of what training, both in-house & out-house, the agents receive.



What training are your agents receiving?

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TREC Case Study 1 Nobody's Watching Me Additional Note NIB

The agent that brought in the client <u>must</u> be on the listing or buyer representation contract, in the MLS, and on the purchase contract. We need the name of the agent that the client has primary contact with!

Not the team leader.

Not the team leader.

THE RUBBER MEETS THE ROAD.

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Contract Overview Discussion Questions

1. Should the option fee be handled by a title company?

ANSWER NIB (in supplement) – Note that at the time this book was published, the TREC residential contracts were under review. The TREC residential contracts require the buyer to deliver the option fee to the seller. If a listing agent instructs the buyer's agent to leave the option fee at the title company, the best practice is to advise the buyer's agent to refuse to leave the option fee at the title company and instead offer to take the fee to the listing agent's office, meet the agent at a mutually acceptable location or, if the agent is unwilling to do either, offer to take the fee directly to the seller (the buyer's agent should ask the listing agent's permission to do this).

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Contract Overview Discussion Questions

Is there a general misunderstanding of the Option Fee language in Paragraph 23?

ANSWER NIB (in supplement) – Yes, some agents do not understand how the dates & times of an option period work and how to handle the receipt of the option fee check or even the purpose of the option fee. Without the timely delivery of the option fee there is no consideration for the option period; therefore, there is no option period. When working with an out of town listing agent or seller, the check still must be receipted within three days after the effective date of the contract. Checks may need to be overnighted in order to meet deadlines.

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Contract Overview Discussion Questions

3. How should brokers handle outdated forms when they are received?

ANSWER NIB (in supplement) — If it is a mandatory TREC form, a best practice would be to return the outdated form with a note explaining that (i) the form is outdated and Rule §537.11(a) requires the use of forms currently approved by TREC, and (ii) use of an outdated form can subject the license holder to disciplinary action. If your client will be making a counter-offer, you can just complete the counter-offer on the current version of the form.

Continue.....

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Contract Overview Discussion Questions

3. How should brokers handle outdated forms when they are received?

ANSWER NIB (in supplement) – If the form is not a mandatory TREC form, then there is no violation of Rule §537.11(a), however, it might be helpful to point out that it is still a violation of TRELA to act negligently, incompetently, or in bad faith and in some instances use of an outdated non-TREC form could be negligent, incompetent or in bad faith. Rule §535.2(i)(4) requires Brokers to provide their agents with copies of any revised TREC promulgated contract forms before the date the form becomes mandatory. Brokers should have a policy detailing how they will inform their agents of changes to the law, rules, and contract forms.

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Contract Overview Discussion Questions

4. How should a listing broker or agent handle receiving an incomplete seller's disclosure notice? How should a buyer's broker or

ANSWER NIB (in supplement) – The best practice is to train your listing agents to review the seller's disclosure after the seller has completed it, and to make sure the seller has answered all questions and has filled in all relevant information. If the seller has left some items undisclosed, the agent should ask the seller to complete the missing disclosure items. If the seller is unwilling to disclose known defects, the broker and agent should decide whether this is a listing they wish to market as this likely violates the law.

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Contract Overview Discussion Questions

4. notice? How should a buyer's broker or agent handle receiving an incomplete seller's disclosure?

ANSWER NIB (in supplement) – If a listing agent provides <u>no</u> seller's disclosure when it is required, the buyer's agent should request the seller disclosure notice before finalizing the contract. If the notice is not received when the buyer signs the contract, the buyer's agent should make sure that the box for paragraph 7B.(2) is checked and an appropriate number of days or delivery is inserted in the blank. If the listing agent provides an <u>incomplete</u> seller's disclosure, the buyer's agent should request a completed form AND inform the buyer that the seller has left various sections incomplete.

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7.PROPERTY CONDITION:

- A ACCESS, INSPECTIONS AND UTILITIES: Seller shall permit Buyer and Buyer's agents access to the Property at reasonable times. Buyer may have the Property inspected by inspectors selected by Buyer and licensed by TREC or otherwise permitted by law to make inspections. Any hydrostatic testing must be separately authorized by Seller in writing. Seller at Seller's expense shall immediately cause existing utilities to be turned on and shall keep the utilities on during the time this contract is in effect.
- B. SELLER'S DISCLOSURE NOTICE PURSUANT TO §5.008, TEXAS PROPERTY CODE (Notice): (Check one box only)
- (1) Buyer has received the Notice.
- (2) Buyer has not received the Notice. Within 3 days after the Effective Date of this contract, Seller shall deliver the Notice to Buyer. If Buyer does not receive the Notice, Buyer may terminate this contract at any time prior to the closing and the earnest money will be refunded to Buyer. If Seller delivers the Notice, Buyer may terminate this contract for any reason within 7 days after Buyer receives the Notice or prior to the closing, whichever first occurs, and the earnest money will be refunded to Buyer.
- (3)The Seller is not required to furnish the notice under the Texas Property Code.
- C. SELLER'S DISCLOSURE OF LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS is required by Federal law for a residential dwelling constructed prior to 1978.

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Contract Overview Discussion Questions

5. Is there a general misunderstanding of the back-up contract process?

ANSWER NIB (in supplement) – Yes, sometimes there is a misunderstanding regarding payment of the earnest money and whether the option fee is refundable. Unless otherwise agreed, earnest money and the option fee are due at the time of execution of the back-up contract and the buyer will not get the option fee back even if they never move into first position.

Agents may also have difficulty calculating the new effective date and option period dates once their buyer moves into first position.

See Appendix C for the Addendum for "Back Up" Contract. READ this addendum as a class and solicit questions from the group.

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Contract Overview Discussion Questions

Do brokers and agents have proper training on the use of the Lead Based Paint Addendum; and do they understand the ramifications of improper use?

ANSWER NIB (in supplement) – Remind agents this is a federal form & incomplete forms can result in high fines. Incomplete forms should be returned to the agent to be property filled in. A file cannot be approved until then. The EPA enforces disclosure & can come to an office to demand to see all files that required the disclosure. The broker must comply. One investigation resulted in a broker being fined for every form in every file which contained a missing signature & every form in every file where the date the seller signed was not before the buyer signed. Fines can also be assessed for failure to provide the pamphlet.

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Contract Overview Discussion Questions

How often do brokers review a contract that has no effective date? How should this be handled?

ANSWER NIB (in supplement) – The best practice to avoid future disputes is to prepare the TREC Amendment to Contract form listing the agreed upon date as the Effective Date in paragraph 9 (Other Modifications) and have both parties to the contract execute the amendment. Give the amendment to the escrow agent.

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Contract Overview Discussion Questions

Are brokers training their agents to discuss with the seller the importance of leaving the utilities on in accordance with paragraph 7A of the One to Four Family Residential Contract?

ANSWER NIB (in supplement) - Agents should be taught during training to discuss keeping the utilities on through the duration of the contract so that the buyer may conduct a thorough inspection of the home and conduct a walk-thru before closing.

A. ACCESS, INSPECTIONS AND UTILITIES: Seller shall permit Buyer and Buyer's agents access to the Property at reasonable times. Buyer may have the Property inspected by inspectors selected by Buyer and licensed by TREC or otherwise permitted by law to make inspections. Any hydrostatic testing must be separately authorized by Seller in writing. Seller at Seller's expense shall immediately cause existing utilities to be turned on and shall keep the utilities or designed the time the separate in effect. on during the time this contract is in effect.

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DOJ and NAR Agreement

- > The amount of compensation offered to buyers' agents for each MLS listing will be made publicly available.
- Publicly accessible MLS data feeds will include offers of compensation, and buyers' agents will have an affirmative obligation to provide such information to their clients.
- > Brokerages must provide consumers all properties that fit their criteria regardless of compensation offered or the name of the listing brokerage.
- > Buyers' agents cannot represent that their services are free to clients.
- ➤ Any licensed agent will have access to the lockboxes of properties listed on an MLS even if the agent does not subscribe to the MLS.

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Sec. 1101.559. BROKER ACTING AS INTERMEDIARY.

- (a) A broker may act as an intermediary between parties to a real estate transaction
 - (1) the broker obtains written consent from each party for the broker to act as an intermediary in the transaction; and
 - (2) the written consent of the parties states the source of any expected compensation to the broker.
- (b) A written listing agreement to represent a seller or landlord or a written agreement to represent a buyer or tenant that authorizes a broker to act as an intermediary in a real estate transaction is sufficient to establish written consent of the party to the transaction if the written agreement specifies in conspicuous bold or underlined print the conduct that is prohibited under Section 1101.651(d).
- (c) An intermediary shall act fairly and impartially. Appointment by a broker acting as an intermediary of an associated license holder under Section 1101.560 to communicate with, carry out the instructions of, and provide opinions and advice to the parties to whom that associated license holder is appointed is a fair and impartial

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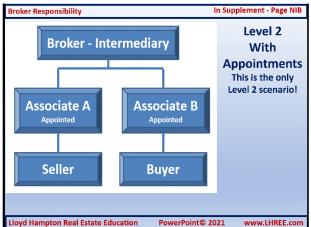
- Sec. 1101.560. ASSOCIATED LICENSE HOLDER ACTING AS INTERMEDIARY. (a) A broker who complies with the written consent requirements of Section 1101.559 may appoint:
 - (1) a license holder associated with the broker to communicate and carry out instructions of one party to a real estate transaction; and (2) another license holder associated with the broker to communicate with and carry out instructions of any other party to the transaction.
- (b) A license holder may be appointed under this section only if:
 - (1) the written consent of the parties under Section 1101.559 authorizes the broker to make the appointment; and (2) the broker provides written notice of the appointment to all parties involved in the real estate transaction.
- (c) A license holder appointed under this section may provide opinions and advice during negotiations to the party to whom the license holder is appointed.

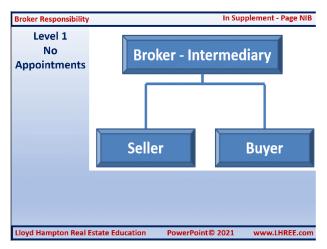
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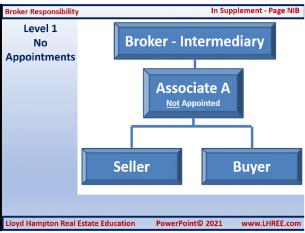
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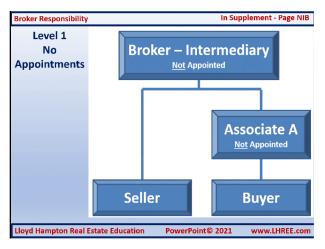
Broker Responsibility In Supplement - Page NIB Sec. 1101.651. CERTAIN PRACTICES PROHIBITED. (d) A broker and any broker or sales agent appointed under Section 1101.560 who acts as an intermediary under Subchapter L may not: (1) disclose to the buyer or tenant that the seller or landlord will accept a price less than the asking price, unless otherwise instructed in a separate writing by the seller or landlord; (2) disclose to the seller or landlord that the buyer or tenant will pay a price $\,$ greater than the price submitted in a written offer to the seller or landlord, unless otherwise instructed in a separate writing by the buyer or tenant; (3) disclose any confidential information or any information a party specifically instructs the broker or sales agent in writing not to disclose, unless: (A) the broker or sales agent is otherwise instructed in a separate writing by the respective party; (B) the broker or sales agent is required to disclose the information by this chapter or a court order; or (C) the information materially relates to the condition of the $% \left(1\right) =\left(1\right) \left(1$ property; (4) treat a party to a transaction dishonestly; or (5) violate this chapter. Lloyd Hampton Real Estate Education PowerPoint© 2021 www.LHREE.com

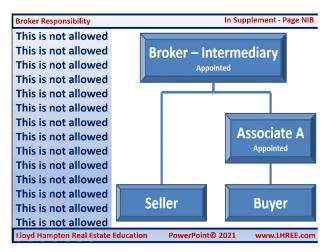


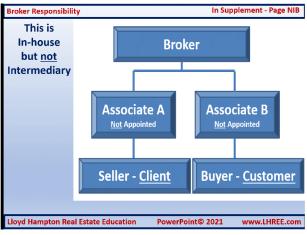


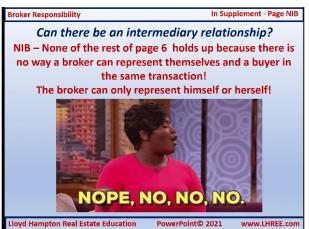












Rroker Responsibility In Supplement - Page NIB TREC Rules §535.146 - Maintaining Trust Money (a) Definitions. In this section: (1) "Trust money" means client's money, earnest money, rent, unearned fees, security deposits, or any money held on behalf of another person. (2) "Trust account" means an account managed by one party for the benefit of another in a banking institution authorized to do business in Texas.

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TREC Rules §535.146 - Maintaining Trust Money

(b) Acceptance of Trust Money.

(1) Any trust money accepted by a broker is held in a fiduciary capacity and must be maintained in a designated trust account maintained by the broker or delivered to an escrow agent authorized in in accordance with the agreement of the principals of the transaction. $\label{eq:condition}$

(2) A sales agent shall not maintain a trust account. Any trust money received by a sales agent must be immediately delivered to the sales agent's sponsoring broker.

(3) Unless a different time to deposit trust money is expressly agreed upon in writing by the principals to the transaction, any trust money received by the broker must be deposited in a trust account or delivered to an authorized escrow agent within a reasonable time, which the Commission has determined to be not later than the close of business of the second working day after the date the broker receives the trust money.

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TREC Rules §535.146 – Maintaining Trust Money

(4) The broker shall not:

(A) commingle trust money with the broker's personal money or other non-trust money; or

(B) deposit or maintain trust money in a personal account or any kind of business account.

(5) The following is prima facie evidence of commingling trust money with the

(A) placing trust money in a broker's personal or operating account; or

(B) paying operating expenses or making withdrawals from a trust account for any purpose other than proper disbursement of trust money.

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TREC Rules §535.146 – Maintaining Trust Money

(c) Trust account requirements

- (1) The trust account must be clearly identified as a trust account;
- (2) The broker may, but is not required to, maintain separate trust accounts for each client or type of trust money maintained by the broker, such as earnest money deposits or security deposits received for the management of rental property.
- (3) If trust money held by a broker is deposited in an interest bearing account: (A) the money must be available for disbursal at the appropriate

(B) unless otherwise provided for by an agreement signed by the party depositing the money with the broker, any interest earned on the money must be distributed to any parties to whom the money is disbursed.

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TREC Rules §535.146 — Maintaining Trust Money
(4) A broker may deposit and maintain a reasonable amount of money in the trust account to cover bank service fees, including fees charged for insufficient funds. Detailed records must be kept for any funds deposited under this exception.

(5) If a broker acquires ownership of trust money held in a trust account, including entitlement to compensation, such money must be removed from the trust account not later the 30th day after the date the broker acquires ownership of the

(6) The broker must retain a documentary record of each deposit or withdrawal from the trust account and provide an accounting to each beneficiary of trust money at least monthly if there has been any activity in the account.

- (7) A broker may only authorize another license holder to withdraw or transfer money from any trust account but the broker remains responsible and accountable for all trust money received by that broker and all deposits to or disbursements from the trust account.
- (8) If a broker deposits trust money in the form of a check in a trust account and the check is dishonored by the financial institution on which it was drawn, the broker shall immediately notify all parties to the transaction in writing.

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TREC Rules §535.146 – Maintaining Trust Money

(d) Disbursement of trust money.

- (1) A broker may only disburse money from the broker's trust account in accordance with the agreement under which the money was received.
- (2) If any or all of the parties to a real estate transaction make a written demand for payment of trust money, the broker must pay the trust money to the party or parties entitled to the money within a reasonable time, which the Commission has determined to be not later than the 30th day after the date the demand is made.
- (3) If by a subsequent written agreement, all parties to a real estate transaction authorize the broker maintaining trust money to disburse the trust money in a manner not in accordance with the agreement under which the money was received, the broker must pay the trust money to the party or parties entitled to the money under the subsequent written agreement within a reasonable time, which the Commission has determined to be not later than the 30th day after the date the broker receives the subsequent written agreement.

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TREC Rules §535.146 – Maintaining Trust Money

(4) The broker must immediately notify all parties in writing of any disbursement of trust money under subsections (d)(2) or (3).

(5) If the broker cannot reasonably determine to which party or parties the trust money should be paid, the broker may pay the trust money into the registry of a court and interplead the parties.

(e) Records. A broker must maintain all documentation regarding a trust account for four years from the date the document is received or created by the broker.

Wow. That's a lot to think about.

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(a) The Commission adopts by reference the Information About Brokerage Services Notice, TREC No. IABS 1-0 (IABS Notice).

(b) Each active real estate broker and sales agent shall provide:

(1) a link to a completed IABS Notice in a readily noticeable place on the homepage of each business website, labeled:

(A) "Texas Real Estate Commission Information About Brokerage Services", in at least 10 point font; or (B) "TREC Information About Brokerage Services", in at least 12 point font; and

(2) the completed IABS Notice at the first substantive communication as required under §1101.558, Texas Occupations

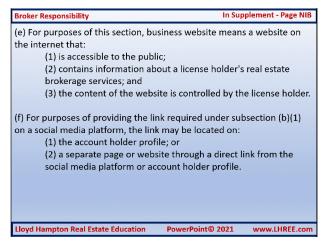
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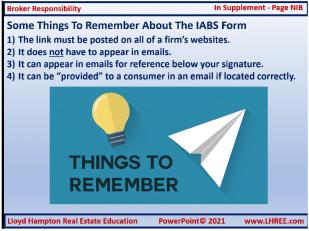
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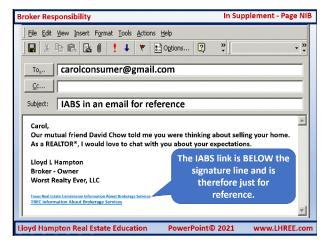
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- (c) For purposes of §1101.558, Texas Occupations Code, the completed IABS Notice can be provided:
 - (1) by personal delivery by the broker or sales agent;
 - (2) by first class mail or overnight common carrier delivery service;
 - (3) in the body of an email; or
 - (4) as an attachment to an email, or a link within the body of an email, with a specific reference to the IABS Notice in the body of
- (d) The link to a completed IABS Notice may not be in a footnote or signature block in an email.

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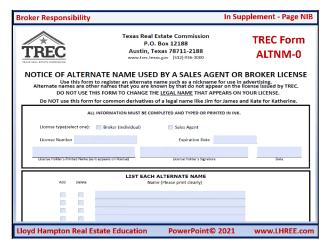


















Broker Responsibility

1. An individual broker can have a DBA.



2. A name can be both an assumed business name and a team name.

3. All team names must end with the word "team" or "group."

- True 4. A brand name for a sales agent must meet the requirements of a team name.
- 5. Team names are registered with TREC by the team leader.

6. Brokers must register DBAs and Team names within 30 days of the start of the use of the names.

7. A license holder must register an Alternate Name with TREC before it is used in advertising.

8. Marcus and Company Group is okay for a team name?

False

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Multiple Listing Service Rules

"Photographer hereby assigns all right, title, and interest, including copyrights, in photographs to Participant or Subscriber and agrees to execute any further documents which may reasonably be necessary to effect such assignment."

Or

"Photographer hereby grants to Participant or Subscriber a perpetual, world-wide, sublicensable, royalty-free license to copy, distribute, display, perform, and create derivative works from photographs, and agrees to execute any further document necessary to effect such license."

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HOUSTON ASSOCIATION OF REALTORS® MLS RULES INTERNET DATA EXCHANGE (IDX)

18.1 Authorization: Participants' consent for display of their listings by other Participants pursuant to the MLS Rules is presumed unless a Participant affirmatively notifies the MLS that the Participant refuses to permit display (either on a blanket or on a listing-by-listing basis). If a Participant refuses on a blanket basis to permit the display of that Participant's listings, that Participant may not download, frame or display the aggregated MLS data of other Participants. Even where Participants have given blanket authority for other Participants to display their listings on IDX sites, such consent may be withdrawn on a listing-by-listing basis where the seller has prohibited all Internet display or other electronic forms of display or distribution.

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Condemnation (Eminent Domain)

Kelo v. City of New London: In Kelo v. City of New London,

the U.S. Supreme Court held that the Constitution allows governments to take homes and businesses for potentially more profitable, higher-tax uses. In the aftermath of that decision, the defenders of eminent domain abuse have already begun desperate attempts to keep the power to take homes and businesses and turn them over to



private developers. Source: The Institute of Justice – www.ij.org

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Condemnation (Eminent Domain)

Not only does this ruling give legal sanction to a whole category of condemnations that were previously in legal doubt, but it actually encourages the replacement of lower income residents & businesses with richer homeowners & fancier businesses. The vast majority of Americans understand what is at stake, even if many so-called experts do not.



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