

2019 Broker Mandatory Course

- I. **PROPERTY MANAGEMENT (1 Hour)**
 - A. Property Management Agreements and Terminations
 - B. Property Manager Duties and Obligations
 - C. Records and Receipts
 - D. Proper handling of rental trust/security deposit escrow accounts
 - E. Common Fair Housing Issues and Common Enforcement Issues
 - F. Service Animals

- II. **PERSONNEL: HIRING, TRAINING, AND STAFFING (1 Hour)**
 - A. Employment Law
 - 1. Federal
 - 2. State
 - 3. Employee vs. Contractor
 - a. IRS and State Definition
 - B. Supervision of Other Licensees
 - 1. Employees
 - a. Licensed & Non-Licensed
 - 2. Independent Contractors
 - a. Written Contractor Agreements
 - C. Real Estate Teams and Groups
 - 1. Brokerage rules and registration
 - 2. Licensed members vs. unlicensed members of team or group
 - 3. Risk Management of concern to brokers and teams/groups

- III. **USE OF TECHNOLOGY (1 Hour)**
 - 1. Electronic Signatures
 - 2. Document Delivery & Annotation
 - a. Purchase Agreement
 - b. Electronic Communication - Text Messages
 - 3. Advertising (Print & Internet)
 - 4. Data Exchange (MLS)
 - 5. Recordkeeping
 - 6. Cyber Security Brokerage Risks
 - 7. MyLREC Portal
 - 8. ADA Compliance & Disclosure - Websites

- IV. **LEGAL AND ADMINISTRATIVE RULES COMPLIANCE (1 Hour)**
 - A. Licensing
 - 1. Maintenance
 - a. Address Changes
 - b. Name Changes
 - 2. Renewal
 - a. Active License
 - b. Inactive License

3. Reinstatement
 4. Transfers
 5. Exemptions
 6. Activities Requiring a License
- B. Violations and Disciplinary Measures
1. Violations
 - a. R.S. 37:1455 - 36 Ways to Lose Your License
 2. Penalties
 - a. Censure
 - b. Fine
 - c. Revoke
 - d. Suspend
 - e. Continuing Education
 3. Administrative Actions
 4. Investigations and hearings
 - a. Formal Hearings
 - b. Informal Hearings