



BOUNDARY LINES

THE OFFICIAL LOUISIANA REAL ESTATE COMMISSION NEWSLETTER

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Chairman's Corner



I am thrilled to address you today as the newly appointed Chairman of the Louisiana Real Estate Commission (Commission), succeeding the remarkable Commissioner Jeff Free. It is both an honor and a privilege to step into this role and continue the Commission's mission of serving and protecting the public interest in real estate transactions and other real estate related activities.

First and foremost, I would like to express my gratitude to Commissioner Free for his outstanding leadership and dedication. Commissioner Free's guidance and contributions have undoubtedly paved the way for the growth and success of the Commission, and we extend our deepest thanks for his efforts.

As I assume the role of Chairman, I am both excited and humbled by the responsibility entrusted to me. The Commission has long been committed to upholding the highest standards of professionalism, knowledge, and ethics in our industry. The Commission's commitment to the public remains steadfast and we will continue to work tirelessly ensure the integrity of this organization.

As we look to the future, I'm excited to announce the completion of another successful annual renewal period. In total, 23,356 licenses were renewed for 2024.

As we're all aware, Act 193 of the

2021 Regular Legislative Session made several changes to the annual license renewal period, including the introduction of timely and delinquent renewal periods. Renewals were considered on-time if they were submitted August 1 through September 30. Renewals were also accepted October 1 through December 31, but licensees were subjected to delinquent renewal fees during that time.

As I conclude, I want to express my deep gratitude for the trust and confidence you have placed in me. It is with great humility and a sense of purpose that I accept this role, knowing that it comes with immense responsibilities and challenges.

In our pursuit of excellence, let us seek divine wisdom and discernment, knowing that through prayer we can find clarity in decision-making and inspire positive change. May our actions be a reflection of our unwavering faith and commitment to serving the public with utmost professionalism and fairness. I am confident that we will achieve remarkable success in the days ahead.

Sincerely,

Paula Duncan,
Chairman

COMMISSION MEETING SCHEDULE

- FEBRUARY 15
- MARCH 21
- APRIL 18
- MAY 16
- JUNE 20

UPCOMING CLOSURES

- Mardi Gras (February 13)*
- Good Friday (March 29)*



MEET YOUR 2024 OFFICERS

Licensing,
Education,
& More



2024 Mandatory Course Topic & Continuing Education Requirements


REMINDER: All licensees renewing in the active status must complete 12 hours of approved continuing education coursework, including any LREC mandatory course topic(s), on or before December 31 each year. Failure to complete the required continuing education by the December 31 deadline will be considered a violation of LREC law and rules and subject to a fine citation. Continuing education courses are available through [LREC-certified continuing education vendors](#).

2024 Mandatory Course Topic: Mandated Forms and Hot Topics

This course must be taken by **BOTH** active salespersons and brokers. The course includes four one-hour subject areas:

- Updates to the Property Disclosure Document
- Updates to the Residential Agreement to Buy or Sell
- Current Trends
- Hot Topics & Case Studies



Click here for a list of LREC-certified Continuing Education vendors. 

I Forgot to Renew My License by December 31... What Should I Do?

The LREC annual license renewal period has officially come to an end. If you forgot or failed to renew your license or registration by the December 31 deadline, unfortunately you will need to reapply as an initial license applicant AND complete all the requirements of an initial applicant in order to participate in real estate activities. This includes retaking the state and national exams as well as completing the new fingerprinting background check process. Fortunately, you will not have to retake the 90-hour Real Estate 101 pre-licensing course.



A comprehensive checklist can be found on the LREC website. The checklist includes steps to be completed on your path to becoming a licensed salesperson or broker.

- Please [click here](#) for the Salesperson Pre-Licensing Checklist
- Please [click here](#) for the Broker/Associate Broker Pre-Licensing Checklist

If you have additional questions, please contact our Licensing Division at licensing@lrec.gov.

Meet Your Commissioners



(from left to right)
Matt Ritchie, Hanna Chustz, Ted Major, Gladys Smith-Coward, Joe Pappalardo, Jr., Paula Duncan, Jeff Free, Synde Devillier, Tony Cornner, Rodney Greenup, and Dee Halphen (not pictured).

During the December 2023 regular board meeting, the Commission elected its officers for 2024. Commissioner Synde Devillier (right) will serve as Secretary, Commissioner Joe Pappalardo, Jr. (left) will serve as Vice Chairman, and Commissioner Paula Duncan (center) will serve as Chairman of the Commission.



Important Changes to Fingerprint Background Check Process

ATTENTION All Initial License Applicants: As of November 6, 2023, LREC now utilizes a new statewide applicant processing system for criminal background checks. Applicants can now schedule an appointment to digitally capture their fingerprints at any IdentoGO location.

How to Schedule an Appointment:

For in-state applicants: To begin the process, visit <https://uenroll.identogo.com/> and use the following unique service code: **27N4TH**. This code allows the system to identify the agency for which the applicant is requesting the background check. Next, select “Schedule or Manage an Appointment” to make an appointment at an IdentoGO location of your choosing.

When you arrive for your appointment, make sure to bring one of the required forms of identification to verify your identity. Once you complete the appointment, your fingerprints will be electronically and securely submitted to Louisiana State Police for processing.

For out-of-state applicants OR applicants opting to submit a physical fingerprint card: If you reside in a state with an IdentoGo office, you can schedule an appointment similar to in-state applicants.

If your state does not have an IdentoGO office OR you do not wish to visit a physical location, visit IdentoGO online and enter the unique service code. Instead of scheduling an appointment, select “Submit a Fingerprint Card by Mail” and complete the required pre-enrollment information. Remember, if you choose this option you must obtain a fingerprint card from a local law enforcement agency and mail in your prints for processing. *Please note, choosing this option will extend your processing time greatly.*

How Much Does it Cost to Have My Fingerprints Processed?

The processing fee for the digital fingerprint submission will be \$60.75.

The total processing fee for out-of-state applicants visiting an IdentoGO office is \$95.74

The processing fee for fingerprints cards mailed to IdentoGO is \$55.75

All fees will be paid directly to IdentoGO, not the LREC.

For More Details:

For more information on the new digital fingerprinting background check process including a list of frequently asked questions, be sure to visit the LREC online at <https://lrec.gov/fingerprint-criminal-history-review/>.

Please Note: Current licensees DO NOT need to complete the fingerprint criminal background check to renew their license.



REMINDER: New LREC Mandatory Forms Now Available

LOUISIANA RESIDENTIAL AGREEMENT TO BUY OR SELL

PROPERTY DESCRIPTION (ADDRESS, CITY, STATE ZIP) _____ DATE _____

Listing Firm _____ Selling Firm _____

Seller's Designated Agent Name & License Number _____ Buyer's Designated Agent Name & License Number _____
("Seller's agent") Dual Agent ("Buyer's agent")

Brokerage Name & License Number _____ Brokerage Name & License Number _____

Agent Phone Number _____ Brokerage Phone Number _____ Agent Phone Number _____ Brokerage Phone Number _____

Email Address _____ Email Address _____

Name of Designated Agent Receiving Agreement Day _____ Date _____ Time _____ AM PM

Agreement Transmitted by electronic hand delivery other _____

Signature of Designated Agent Receiving Agreement Day _____ Date _____ Time _____ AM PM

Comments _____

Electronic Notice Authorization


The BUYER authorizes his or her agent to electronically deliver notices and other communications to the email address he or she provided to his or her agent. Furthermore, the BUYER authorizes the Seller's agent to electronically deliver notices and communications to the Buyer's agent at the email address shown above.

The SELLER authorizes his or her agent to electronically deliver notices and other communications to the email address he or she provided to his or her agent. Furthermore, the SELLER authorizes the Buyer's agent to electronically deliver notices and other communications to the Seller's agent at the email address shown above.

The authorization contained in this Section is not an authorization for the Buyer's agent to communicate directly with the SELLER or a Seller's agent to communicate directly with the BUYER. The BUYER and SELLER agree the use of electronic documents and digital signatures is acceptable and will be treated as originals of the signatures and documents transmitted in this real estate transaction. Specifically, the BUYER and SELLER consent to the use of electronic documents, the electronic transmission of documents, and the use of electronic signatures pertaining to this Agreement, and any supplement addendum or modification relating thereto, including but not limited to any notices, requests, claims, demands and other communications as set forth in the Agreement.

BUYER'S initials: _____ BUYER'S initials: _____ SELLER'S initials: _____ SELLER'S initials: _____
BUYER'S initials: _____ BUYER'S initials: _____ SELLER'S initials: _____ SELLER'S initials: _____

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As reported in the last edition of Boundary Lines, the Commission's Standardized Forms Committee has completed updates to the Residential Property Disclosure Form and the Residential Agreement to Buy or Sell. Both forms, which are effective as of January 1, 2024, can be found on the Commission's website by visiting <https://lrec.gov/forms/mandatory-forms/>. In addition to both forms, licensees will also find redline versions of the documents that highlight changes to the forms.

[CLICK TO WATCH: LREC Commissioner and Standardized Forms Committee Chairman Dee Halphen Reviews Changes to LREC Mandatory Forms with Former Commissioner Rick Roberts.](#)

In Memory of Former Commissioner Frank A. Trapani: 1943 - 2024



It is with heavy hearts that we bid farewell to Frank Trapani, a distinguished and dedicated individual who served as a Commissioner for the Louisiana Real Estate Commission from June 8, 2007 to April 23, 2016.

Frank's unwavering commitment to the real estate profession and his tireless efforts in upholding the highest standards of integrity have left an indelible mark on our community. His profound knowledge, leadership, and passion for ensuring fairness and transparency in real estate transactions have significantly contributed to the growth and success of our industry. Frank's legacy will be remembered not only for his professional achievements but also for the kindness and warmth he extended to all those he worked with. In honoring his memory, let us continue to uphold the values he championed, ensuring that Frank Trapani's impact remains a beacon of inspiration for generations to come.

Compliance Desk



The Regulatory Compliance Division issued 337 citations from September 26, 2023 to January 5, 2024. The list below outlines the specific violations cited:

<u>RULE</u>	<u>VIOLATION</u>	<u>NO.</u>
LAC 46:LXVII.907(B)	Failure to complete 45 post-license education hours within 180 days of licensure	309
LAC 46:LXVII.1909(B)(3)	Team Advertising	1
LAC 46:LXVII.2501(B)	Failure to supervise and approve sponsored licensee's advertisement	2
LAC 46:LXVII.2501(F)	Failure to include Broker's name and telephone number in advertisement	1
LAC 46:LXVII.2505(A)	Using misleading or inaccurate advertising	1
LAC 46:LXVII.2701	Improper account name on Escrow and Trust Accounts	2
LAC 46:LXVII.3101(A)	Failure to Report Change of Address and/or Telephone Number within 10 days	22

Act 547 of the 2022 Regular Session created the **Licensed Residential Appraiser (LRA)** license classification in Louisiana, as established and recognized by the Appraiser Qualification Board (AQB) and the Real Property Appraiser Qualification Criteria.

Licensed Residential Appraisers may appraise real property limited to: noncomplex one-to-four residential units having a transaction value of less than one million dollars (\$1M); and complex one-to-four residential units having a transaction value of less than four hundred thousand dollars (\$400,000).

Visit www.LREAB.gov/LRA to learn more about becoming a Licensed Residential Appraiser.



New Licensed Residential Appraiser Classification

Louisiana Real Estate Appraisers Board - License Renewal Period

For Real Estate Appraisers...

The Louisiana Real Estate Appraisers Board has opened renewals. There are two ways to renew – online or by paper submission.

To expedite the processing of your renewal and the issuance of your license, certificate, or registration, we recommend that you take advantage of the online renewal process. Online renewals are easy to complete

and you can pay via credit card or ACH through our secure processing system. Your secure online renewal can be found by following these steps:

- Visit <https://portal.lrec.gov/>
- Click on “Log In” at the top of the page

To log in, you will need your user ID and password. If you do not have this information, you can reset it by visiting the MyLREC Portal and selecting “Forgot User ID” or “Reset Password.”

Paper Renewals

If you would prefer to fill out a paper renewal, you can print one from your portal. Follow the steps above for logging in to your Portal. Once logged in, select “Renew License” from the sidebar. You will be given options to either renew online or print a paper renewal. Select “Print Paper Renewal” to access your personalized paper renewal form.

Renewal Deadlines

In order to be considered on time, renewals must have been received or postmarked on or before December 31, 2023. Renewals completed after this date will be subject to the following delinquent fees:

- First Delinquent Renewal Period: January 1, 2024 – February 15, 2024
(\$25 delinquent fee)
- Second Delinquent Renewal Period: February 16, 2024 – June 30, 2024
(\$100 delinquent fee)

For more information on the appraiser renewal period, please contact Ms. Allison Burnette, LREAB Program Administrator at aburnette@lreab.gov.



LREAB Honors Robert Russell and Welcomes New Board Leadership

The **Louisiana Real Estate Appraisers Board** would like to send a huge THANK YOU to Mr. Robert Russell for his exceptional service as a member of the Board. At the December 2023 board meeting, Mr. Russell was honored with a well-deserved plaque recognizing his dedication, expertise, and unwavering commitment.



At the December 2023 board meeting, the Board elected its officers for 2024. Please join us in congratulating Chairman F. Troy Williams (center), Vice Chairman Terry L. Myers (right), and Secretary Carter Leak, IV (left)

Find us on 

Connect with LREC on social media!

Commissioners & Contributors

Paula Duncan (Lafayette)
Chairman

Joe Pappalardo, Jr. (New Orleans)
Vice Chairman

Synde Devillier (Houma)
Secretary

Hanna Chustz (Jarreau)
Commissioner

Tony Cornner (Lake Charles)
Commissioner

Jeff Free (Bossier City)
Commissioner

Rodney D. Greenup (New Orleans)
Commissioner

Dee Halphen (Madisonville)
Commissioner

Ted Major (Baton Rouge)
Commissioner

Matt Ritchie (Alexandria)
Commissioner

Glady Smith-Coward (Monroe)
Commissioner

Summer S. Mire
Executive Director

Jeremy Travis
Public Information Director