



REAL ESTATE BULLETIN

Gray Davis, Governor

Maria Contreras-Sweet, Secretary, Business, Transportation, & Housing Agency

Paula Reddish Zinnemann, Real Estate Commissioner

<http://www.dre.ca.gov>

Department of Real Estate

Summer 2000

From the Secretary . . .

DRE is pleased to announce a contributing column from the Secretary of the Business, Transportation and Housing Agency (BT&H), Maria Contreras-Sweet. She intends to regularly use this forum to address real estate related issues of interest to licensees.

As Secretary for BT&H, one of my primary objectives is to carry out the Governor's commitment to improving housing in California. To that end, the Governor has appointed Pat Neal, the new Deputy Secretary for Housing. Her charge is to provide an environment in which good, affordable housing is available for the people of California. To aid in achieving this goal the Governor has proposed funding for a number of housing programs, including programs that provide low interest loans for a variety of residential and commercial housing activities, down-payment assistance to teachers working in hard-to-staff schools, and programs that build or rehabilitate housing for specified low and moderate income households.

At the same time, we are challenged to protect real estate consumers. Recent media coverage has highlighted mortgage lending scams and abuses around the nation, particularly in California. The Los Angeles Times recently reported that the default rate on Federal Housing Authority-backed mortgages in Southern California is 50 percent higher than the national average. The Times also stated that teams of auditors from the Department of Housing and Urban Development, and agents from both the FBI and the Internal Revenue Service are performing investigations in this geographical area.

Cases like these continue to un-

derscore the importance of the Department of Real Estate and affiliated Departments within the Business, Transportation & Housing Agency. As real estate values continue to rise, so does the potential for profit in real estate fraud. Clearly, we see that home buyers and financial institutions remain at risk today which is why I am taking this very seriously, bringing various departments within BT&H together to fight this pattern of fraud. These and other fraudulent business schemes will not be tolerated in California.

California's real estate market continues to soar. Sales of new homes far exceeded expectations in 1999 and the state's median home price is expected to rise by 5.0 percent during this year to \$228,400, according to recent analyses. A historically high consumer confidence level, sustained by strong manufacturing activity, low unemployment and controlled core inflation (which excludes energy and food) support the high sales level. Because of this and other factors, the real estate industry in California will continue to be a focus of this administration.

I appreciate the opportunity to address readers of the *Real Estate Bulletin*. I also look forward to having regular contributions to the newsletter with which to highlight important and timely issues in California's real estate market. 🏠

DFEH Sets the Records Straight on Restrictive Covenants

In October of 1999, Governor Gray Davis signed landmark legislation that moves the state one step closer to completely removing discriminatory language from housing deeds and related documents. In his proclamation of April as Fair Housing Month, Governor Davis stated that "despite existing state and federal legislation, discrimination in housing continues to be a serious problem, necessitating vigorous enforcement efforts by the State Department of Fair Employment and Housing and the Fair Employment

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Part 1 Ten Most Common Violations Found In DRE Audits

As the real estate industry moves into a new millennium, new things pop up everyday to change the way we do business. New terms, such as E-Loans, Internet Marketing, and E-Form have become jargons of the trade. Yet, certain things have not changed – the most common violations found in DRE Audits. In this regard, the top ten common violations are listed below. The pur-

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REAL ESTATE BULLETIN

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STATE OF CALIFORNIA
GRAY DAVIS, Governor

BUSINESS, TRANSPORTATION AND HOUSING AGENCY
MARIA CONTRERAS-SWEET, Secretary

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PAULA REDDISH ZINNEMANN, Commissioner

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Restrictive Covenants

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and Housing Commission.” Among the tools for expanding that enforcement is SB 1148 (Burton). As of January 1, 2000, the new law requires that county recorders, title insurance companies, real estate brokers and salespersons, and common interest development associations that provide declarations, deeds, and other governing documents to any person must place a cover page over the document or a stamp on the first page of the document containing a statement that any restrictive covenants that may appear are void and that any person with an interest in the property has the right to request that the language be removed.

Since the early 1930s, many of the deeds to property in subdivisions throughout the state and the country were drafted with clauses, or “restrictive covenants,” that expressly prohibited persons of certain racial, ethnic, and religious backgrounds from owning, renting, leasing, or living on those properties. The goal was to ensure that neighborhoods remained homogenous (“Caucasian only”); minorities were not welcomed as homeowners or tenants and faced eviction.

But even after the Supreme Court made the restrictive clauses illegal, they continued to be buried deep in documents such as grant deeds and declarations of Covenants, Conditions, and Restrictions (CC&Rs), often without the knowledge of the buyer or transferee and in violation of state and federal fair housing laws. Until this year, there was no state law requiring that the public be notified that if a document contained any restriction based on race, color, religion, sex, familial or marital status, disability, national origin, or ancestry, the

restrictive language was void and unenforceable and that persons with an interest in the property could ask the county recorder to remove the language.

Law not yet implemented

As expected by some, the new law has not yet been fully implemented. About half of the county recorder offices spot-checked by the Department of Fair Employment and Housing (DFEH) were still not in compliance with the law’s requirements several months after it took effect. There may be any number of reasons for the delay: 1) offices or persons that distribute the affected property documents may not be aware of a change in the law; 2) they may not fully understand what documents are affected, or what process must now be followed in preparing those documents for distribution; 3) they may not believe their compliance is mandatory; 4) they may be facing workload or budgetary restrictions that make immediate compliance difficult; 5) or, in the worst case, they may not believe the new law will be enforced because the number of documents containing these clauses is unknown. Nevertheless, the law is applicable regardless of whether the document provider is or is not aware of the presence of a restrictive clause.

The challenge now facing DFEH is three-fold: *communicating* the provisions of the new state law to the public; *enlisting* the support of persons and agencies charged with providing property documents with implementation of the law; and *enforcing* the provisions whenever necessary to protect home owners and tenants from practices deemed discriminatory.

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Reminder

Proof of Legal Presence Required

On August 1, 1998, the Department began enforcing a federal law which requires all applicants for an original or renewal real estate license to submit proof that they are either a United States Citizen, or a legal resident alien who is entitled to receive a public benefit. The document that is submitted to establish legal presence must be accompanied by a completed State Public Benefits Statement (RE 205).

Unfortunately, the Department is still receiving a large number of original and renewal license applications that are incomplete in that the State Public Benefits Statement and/or a legal presence document are not included. When incomplete applications are received, processing delays are incurred. These delays not only adversely affect the individual whose application is being held in suspense

until receipt of the required documentation, but also all other original and renewal applicants, due to the additional workload that is created for the Licensing Section.

Licensees should plan ahead to ensure that they have an acceptable document on hand to establish legal presence when their license comes up for renewal. The most common document that can be used for establishing proof of U.S. citizenship is a birth certificate. In most cases, individuals can obtain a certified copy of their birth certificate from either the county recorder's office in the county where they were born, or from the state office of vital statistics for the state where they were born. In addition to a birth certificate, there are a variety of other documents that can be used to establish proof of U.S. citizenship or legal alien status. A complete list of

acceptable documents is contained on the State Public Benefits Comprehensive List (RE 205B) which may be obtained by contacting any DRE office or at our Web site www.dre.ca.gov.

Since it can take a number of weeks to obtain a certified copy of a birth certificate, and possibly longer for other kinds of documents, it is in the interest of all license applicants to obtain the appropriate documentation as early as possible to avoid processing delays.

With respect to existing licensees, the Department will accept the legal presence document along with the State Public Benefits Statement (RE 205) at any time during the licensee's four year license term. When it is possible, it is a good idea to submit the documents early, so that the legal presence requirement is not still outstanding when it is time for license renewal. This will serve to eliminate any unforeseen problems that may affect the renewal process.

Please help us to help you avoid delays by making certain that you submit an appropriate document establishing legal presence in the United States, together with a properly completed State Public Benefits Statement, with your original or renewal license application. 🏠

Restrictive Covenants

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What DFEH has done

Since January, the Administration and DFEH have taken several steps to aid in setting the records straight. First, in recognition of the anniversaries of state and federal fair housing laws, Governor Davis proclaimed the month of April 2000 as "Fair Housing Month" in California and encouraged both the public and private sectors to educate themselves about fair housing laws and to promote fair housing practices. Second, DFEH and state Real Estate Commissioner Paula Reddish Zinnemann issued a joint letter to professional associations representing real estate brokers and salespersons enlisting their help in reminding their memberships of the duty to attach the required notification to deeds, declarations and governing documents. A similar letter was sent to associations representing title insurance companies and escrow companies. Third, DFEH asked all county recorders to

begin complying with the law within a thirty day time frame to avert any need for corrective or enforcement actions.

DFEH will continue to monitor and encourage compliance throughout the state as we move toward full implementation of the SB 1148 and related statutes. Our actions to date are just the beginning — achieving our goal of fair, non-discriminatory housing for the residents of California will require the combined, good-faith efforts of real estate professionals, regulatory agencies, and consumers. We look forward to working with all of you.

Dennis Hayashi is the director of DFEH, the state department charged with enforcing anti-discrimination laws in employment, housing, and public accommodations. Further information about DFEH and its services may be obtained by calling (800) 233-3212 or by accessing DFEH's Web site at www.dfeh.ca.gov. 🏠

LICENSE SURRENDERED

(Licenses voluntarily

surrendered per B&P Code §10100.2 during an administrative action or investigation)

Oakland Region

McDaniels, Luther (RES)

P.O. Box 785, Salinas

Effective: 2/22/00

San Diego Region

American Southwest Funding Corp. (REC)

4660 La Jolla Village Dr.,

Ste. 500, San Diego

Effective: 12/27/99

Morrell, Richard Anthony (REB, REO)

4660 La Jolla Village Dr.,

Ste. 500, San Diego

Effective: 12/27/99

Officer of: American Southwest Funding Corporation

Common Violations

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pose of this article is to call your attention to these common deficiencies and to provide you with procedures that you can follow to ensure compliance with these laws and regulations.

B & P Code Section 10148 – Retention of Records

Business and Professions Code Section 10148(a) states that a real estate broker shall retain for three years copies of all listings, deposit slips, canceled checks, trust records, and other documents executed by him or her or obtained by him or her in connection with any transactions for which a real estate license is required. This section requires that, after notice, the books, accounts, and records shall be made available for examination, inspection, and copying by the commissioner or his or her designated representative during regular business hours; and shall, upon the appearance of sufficient cause, be subject to audit without further notice, except that the audit shall not be harassing in nature.

A broker who fails to keep transaction files, canceled checks, deposit slips or other records prepared or obtained for a period of three years may be cited for violation of this section. Some brokers cited for violation of this section have simply failed to provide records after reasonable attempts by the Department to examine them. Other brokers cited have lost control of or destroyed records that should have been maintained. Formal legal action can result from a broker's failure to provide records. You should review the record retention policies for your office to make sure you are in compliance with this code section.

Regulation 2731 – Use of False or Fictitious Name

Commissioner's Regulation 2731 states that a licensee shall not use a fictitious name in the conduct of any activity for which a license is required

under the Real Estate Law unless the licensee is the holder of a license bearing the fictitious name. Brokers should periodically check their license status with the Department to be sure that their license bears the fictitious name(s) they are using. Many brokers cited for violation of this regulation believed that having the dba registered with the county was sufficient to allow them to use it in their real estate business. Other brokers who are cited for this violation state that they had the fictitious name on their license at one time but may have had their license lapse for a brief period of time and failed to add the dba back on to their license.

Regulation 2831 – Trust Fund Records To Be Maintained

This regulation requires the broker to maintain, in columnar form, a record of all trust funds received and deposited by the broker. At a minimum, the following information must be indicated in columnar form in chronological order: date funds were received; name of payee or payor; amount received; date of deposit; amount paid out; check number and date; and the daily running balance of the trust account. If any of these columns are not present, then there is a violation of Regulation 2831. The accurate use of DRE form RE 4524 fully complies with this regulation.

When we cite this regulation, most of the time it is for one or more of the following reasons:

- The broker did not maintain any trust fund records.
- If trust fund records were maintained, they were either not in columnar form or a column (noted above) was missing. We have seen many brokers utilize a standard checkbook as trust fund records. These records do not comply with Regulation 2831.
- In some instances, columnar records were maintained by a licensee but he/she was still cited because the items posted were not accurate, e.g., when posting a check, it was the wrong amount;

or, for a deposit, "the amount" was wrong and/or "the date of deposit" was the wrong date.

- A broker maintaining columnar records can still be cited if a daily running balance is not maintained or is inaccurate. Brokers must always keep a daily running balance of the aggregate amount of trust funds in their bank accounts.

(For trust funds not deposited into a trust account, the columnar record should show the date trust funds were received, the form of the trust funds, amount received, description of the property, identity of the person to whom funds were forwarded, and date of disposition. The accurate use of DRE form RE 4524 fully complies with this part of the regulation.)

It should be noted that records maintained under an automated data processing system in accordance with generally accepted accounting principles should be in compliance as long as they contain the elements previously noted.

Regulation 2831.1 – Separate Record for Each Beneficiary or Transaction

This regulation requires the broker to maintain, in columnar form, a separate record of trust funds for each beneficiary or transaction accounting for all funds which have been deposited into a trust account. This record identifies which beneficiary has funds in the trust account. This record must indicate the following in chronological order and in columnar form: date of deposit, amount of deposit, name of payee or payor, check number, date and amount, and running balance of the separate record after each transaction on any date.

This regulation is cited mostly due to one or more of the following reasons:

- The broker did not maintain separate records for each beneficiary.
- Separate records were maintained,

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Disciplinary Action — Dec. 99 to Feb. 00



- ✓ A list of actions is not published in this *Bulletin* until the 30-day period allowed for court appeal has expired, or if an appeal is filed and the disciplinary action is stayed, until the stay is dissolved. Names of persons to whom licenses are denied on application are not published.
- ✓ Licensees are listed alphabetically by the District Office region of responsibility.
- ✓ The license type is listed in parentheses after the licensee's name. [REB – Real

estate broker; RREB – Restricted real estate broker; RES – Real estate salesperson; RRES – Restricted real estate salesperson; PRLS – Prepaid rental listing service; RPRLS – Restricted prepaid rental listing service; REO – Real estate officer; REC – Real estate corporation]

- ✓ Below are brief summaries of various regulations and code sections. The full text of the sections is found in the Business and Professions Code and the Regulations of the Real Estate Com-

missioner, both of which are printed in the *Real Estate Law* book. The *Real Estate Law* book is available for purchase from the Department of Real Estate.

- ✓ Disciplinary actions that are “stayed” means “a delay in carrying out” all or part of the recommended discipline.

Commissioner’s Regulations

2715	Licensee’s failure to maintain current business or mailing address with DRE
2725	Failure of broker to exercise reasonable supervision over the activities of his or her salespersons
2726	Failure to have broker-salesperson agreements
2731	Unauthorized use of fictitious business name
2731(a)	Failure to obtain fictitious business name license
2742(c)	Failure of corporation to be in good standing
2801.5	Sale of subdivision interest without public report
2831	Failure to keep proper trust fund records
2831.1	Inadequate separate trust fund beneficiary records
2831.2	Failure to reconcile trust account
2832	Failure to comply with trust fund handling provisions
2832.1	Failure to obtain permission to reduce trust fund balance in a multiple beneficiary account
2834	Trust account withdrawals by unauthorized or unbonded person
2834(a)	Unauthorized person making withdrawals from trust fund account
2835	Retention of broker funds in trust account
2846	Failure to use approved lender/purchaser disclosure statement
2950	Violation of escrow regulations

10145	Trust fund handling
10145(c)	Failure by salesperson to deliver trust funds to broker
10148	Failure to retain records and make available for inspection
10159.2	Failure by designated officer to supervise licensed acts of corporation
10161.8	Failure of broker to notify Commissioner of salesperson employment/termination
10162	Failure to maintain a place of business
10176(a)	Making any substantial misrepresentation
10176(b)	Making false promise
10176(e)	Commingling trust funds with brokers funds
10176(i)	Fraud or dishonest dealing in licensed capacity
10177(a)	Procuring a real estate license by misrepresentation or material false statement
10177(b)	Conviction of crime
10177(d)	Violation of real estate law or regulations
10177(f)	Conduct that would have warranted denial of a license
10177(g)	Negligence or incompetence in performing licensed acts
10177(h)	Failure to supervise salespersons or licensed acts of corporation
10177(j)	Fraud or dishonest dealing as principal
10177.5	Civil fraud judgment based on licensed acts
10229(j)(3)	Multi-lender trust account reporting
10231.2	Failure to give self-dealing notice
10232(e)	Failure to notify DRE of threshold status
10232.2	Failure to file or maintain trust fund status
10232.25	Failure to file trust fund status reports
10240	Failure to give mortgage loan disclosure statement
11010	Failure to file application for public report
11018.2	Sale of subdivision lots without a public report

Business and Professions Code

490	Substantially related criminal conviction
498	License obtained by fraud or misrepresentation
10130	Acting without license
10138	Payment of compensation to unlicensed person
10137	Unlawful employment or payment of compensation
10139	Acting as real estate broker without having a broker license

REVOKED LICENSES

Fresno Region

Polosjuk, Alexander (RES)
1173 Lexington Ct.,
San Luis Obispo
Effective: 1/3/00
Violation: 490, 10177(b)

Los Angeles Region

Baello, Alex Argana Jr. (REB)
13217 South St., Cerritos
Effective: 1/12/00
Violation: 10177.5

Bernath, Katalin (RES)
2423 Green View Pl.,
Los Angeles
Effective: 12/30/99
Violation: 490, 10177(b)

Castellanos, Miguel Angel Perez (REB)
8132 Firestone Blvd., #128,
Downey
Effective: 2/9/00
Violation: 2950, 10165,
10177(d)(f)(g)(h)(j)

Gasdaglis, Jorge C. (RES)
8966 Elizabeth Ave., South Gate
Effective: 1/11/00
Violation: 490, 10177(b)

Karapetian, Haik (RES)
221 N. Chevy Chase Dr.,
Glendale
Effective: 1/11/00
Violation: 490, 10177(b)

KDK Genesis Group, Incorporated (REC)
1000 Corporate Pointe, Ste. 101,
Culver City
Effective: 12/6/99
Violation: 10137, 10145, 10148,
10176(a)(e)(i), 10177(d)

Mark, Eric (REB)
P.O. Box 1292, Downey
Effective: 1/11/00
Violation: 490, 10177(b)

Martindale, John R. (RES)
31661 Paseo Isabella,
San Juan Capistrano
Effective: 10/2/98
Violation: 10176(a)(b), 10177(j)

Matteson, Magda (RES)
9250 Elizabeth Lake Rd.,
Leona Valley
Effective: 1/11/00
Violation: 10177(j)

Nariman, Sam (RES)
30001 Golden Lantern, #68,
Laguna Niguel
Effective: 2/8/00
Violation: 490, 10177(b)

Olivo, Jorge Alberto (RES)
5520 Gage Ave., Bell Gardens
Effective: 12/14/99
Violation: 490, 10177(b)

Orbegoso, Luis Jose (RES)
2000 E. Chapman Ave., Fullerton
Effective: 1/18/00
Violation: 490, 10177(b)

Pacific Prime Residential Funding Corporation (REC)
3355 Michelson Dr., Ste. 300,
Irvine
Effective: 2/16/00
Violation: 2715, 10162, 10165,
10177(d)

Seeger, Robert Markley (RES)
P.O. Box 90237, San Bernardino
Effective: 12/30/99
Violation: 10177(j)

Shahbazi, Behnaz Sheila (RES)
27896 Violet St., Mission Viejo
Effective: 12/30/99
Violation: 490, 10177(a)(b)

Shea, Daniel Dennis (REB)
18952 MacArthur Blvd., Ste. 230,
Irvine
Effective: 2/22/00
Violation: 10130, 10177(d)(j)

**Sheldon, Jerome M. (RES)**

P.O. Box 69485, Los Angeles
Effective: 12/8/99
Violation: 10130, 10137,
 10145(c), 10176(a)(i),
 10177(d)(g)

Soto, Sandra L (RES)

1130 Dahlia St., Oxnard
Effective: 1/12/00
Violation: 490, 10177(b)

Sum, Judi D. (RES)

838 Oakway, San Dimas
Effective: 12/21/99
Violation: 490, 10177(b)

Vakili, Behnaz (RRES)

1111 Moncado Dr., Glendale
Effective: 1/4/00
Violation: 490, 10177(b)

White, Lonnie Vincent (RES)

5893 1/2 Doverwood Dr.,
 Culver City
Effective: 2/10/00
Violation: 490, 10177(b)

Oakland Region**Adcock, Sam Doyle (RES)**

21451 Blackmore, Escalon
Effective: 2/24/00
Violation: 490, 10177(b)

Akins, Janice Sherrisse (RES)

39505 Paseo Padre Pkwy,
 Fremont
Effective: 2/17/00
Violation: 498, 10177(a)

Allen, Lewis Edward (REB, REO)

440 South 24th St., Richmond
Effective: 2/3/00
Violation: 10148, 10177(d)

Anthony, John (REB)

450 Park St., Alameda
Effective: 2/22/00
Violation: 10177.5

Arrese, Michael Garrett M. (REB)

32 Octavia St., San Rafael
Effective: 12/15/99
Violation: 10177.5

Benson, Brady B. (RES)

194 Empire Dr., Fortuna
Effective: 1/20/00
Violation: 490, 10177(b)

Bui, Therese My-Hanh (RES)

P.O. Box 23272, San Jose
 Formerly known as:
 Bui, My-Hanh Thi
Effective: 12/27/99
Violation: 490, 10177(b)

Dirksen, Emily Ward (RES)

P.O. Box 1056, Los Altos
Effective: 2/24/00
Violation: 490, 10177(b)

Drummond, Deborah Lynn (RES)

620 Contra Costa Blvd., Ste. 206,
 Pleasant Hill
Effective: 12/23/99
Violation: 490, 10177(b)

Dube, Sandra Paulette (RES)

2049 Bedford Dr., Walnut Creek
Effective: 2/11/00
Violation: 10177.5

Fairburn, Cathy Lynn (REB)

2067 Mt. Diablo, Walnut Creek
Effective: 1/27/00
Violation: 490, 10177(b)

Klein, James Barron (REB)

401 China Basin St., #208,
 San Francisco
Effective: 1/20/00
Violation: 2831, 2831.1, 2831.2,
 10177(d), 10240

L A & Associates, Inc. (REC)

1611 Telegraph, Ste. 621,
 Oakland
Effective: 2/3/00
Violation: 498, 2742(c), 10148,
 10177(a)(d)(f)

Santiago, Rudolph (REB)

210 Capitol St., #6, Salinas
Effective: 12/23/99
Violation: 490, 10177(b)

Sacramento Region**Bertoli, Ralph Charles (RES)**

P.O. Box 5422, Tahoe City
Effective: 1/6/00
Violation: 490, 10177(b)

Ching Tsen (REC)

11345 Tunnel Hill Way,
 Gold River
Effective: 1/5/00
Violation: 10176(e), 10177(d)

Gann, Allan Dale (RES)

11707 Fair Oaks Blvd., Ste. 300,
 Fair Oaks
Effective: 12/23/99
Violation: 490, 10177(b)

Hart, William Gerald (REB)

2201 21st St., Sacramento
Effective: 1/19/00
Violation: 2831, 2831.1, 2832.1,
 2832.2, 2834, 10145, 10177(d)

Lewis, James Leroy (RES)

P.O. Box 2447, Grass Valley
Effective: 2/24/00
Violation: 10177.5

Lutweiler, Denise Elizabeth (RES)

3836 Henderson Way,
 Carmichael
Effective: 12/23/99
Violation: 490, 10177(b)

Nagle, Maurice Lyle (REB)

8190 Florin Rd., Sacramento
Effective: 1/21/00
Violation: 2725, 2831, 2831.2,
 2832, 2832.1, 10145,
 10177(d)(h)

Rohde, William Scott (REO)

11345 Tunnel Hill Way,
 Gold River
Effective: 1/5/00
Officer of: Ching Tsen
Violation: 10176(e),
 10177(d)(h)

Sangmaster, Ernest Jason (RES)

1142 Langlie Ct., Rodeo
Effective: 2/24/00
Violation: 490, 10177(b)

San Diego Region**American Dream Possibilities, Inc. (REC)**

1441 State St., El Centro
Effective: 1/3/00
Violation: 10145, 10177(d)

Dickson, Richard Dwayne (REB, REO)

1441 State St., El Centro
Effective: 1/3/00
Officer of: American Dream
 Possibilities, Inc.
Violation: 10177(h)

Hamilton, Eugene Thomas (RES)

15648 Davis Cup Ln., Ramona
Effective: 11/8/99
Violation: 490, 10177(b)

Larin, Maria Xammar (RRES)

2655 Reynard Way, San Diego
Effective: 2/25/00
Violation: 490, 10177(b)

Renteria, Juan Espinoza (RRES)

P.O. Box 1633, Spring Valley
Effective: 2/9/00
Violation: 10130, 10177(d)(j)

SUSPENDED WITH STAY**Los Angeles Region****Capital Commercial Real Estate Services, Inc. (REC)**

16000 Ventura Blvd., Ste. 900,
 Encino
Effective: 12/9/99
Violation: 2726, 2832, 10145,
 10177(d)

Suspended for 30 days-stayed for
 1 year on terms and conditions

Flenoid-English, Willetta (REB)

3900 Lenawee, #5, Culver City
Effective: 12/14/99
Violation: 10145, 10177(d)(f)
 (g)(h)

Suspended for 2 years-all but 30
 days stayed on terms and
 conditions

Gold, Richard Steven (REB, REO)

16000 Ventura Blvd., Ste. 900,
 Encino
Effective: 12/9/99
Violation: 2726, 2832, 10145,
 10177(d)

Suspended for 30 days-stayed for
 1 year on terms and conditions

Mark 1 Mortgage (REC)

12750 Center Court Dr., #140,
 Cerritos
Effective: 2/10/00
Violation: 2726, 2832, 2832.1,
 2834, 10145, 10177(d)

Suspended for 90 days-stayed for
 2 years on terms and conditions

Troop, Brian Curtis (REB, REO)

3200 Los Angeles Ave., #12,
 Simi Valley
Effective: 2/15/00
Officer of: Troop Real Estate,
 Inc.
Violation: 10159.2, 10177(h)

Suspended for 90 days-stayed for
 1 year on terms and conditions

Troop Real Estate, Inc. (REC)

3200 Los Angeles Ave., Ste. 12,
 Simi Valley
Effective: 2/15/00
Violation: 2832.1, 10145,
 10177(d)

Suspended for 90 days-stayed for
 1 year on terms and conditions

Valdez, Delia (RES)

2409 S. Vineyard Ave., Ste. N,
 Ontario
Effective: 12/14/99
Violation: 10130, 10177(d)

Suspended for 90 days-stayed for
 2 years on conditions

Velur Investments, Inc. (REC)

5990 Sepulveda Blvd., Ste. 610,
 Van Nuys
Effective: 12/2/99
Violation: 2831, 2831.1, 2831.2,
 2832, 10145, 10177(d)

Suspended for 90 days-stayed for
 2 years on terms and conditions

Oakland Region**BMA Financial Corporation (REC)**

385 Hartz Ave., Danville
Effective: 2/24/00
Violation: 10137, 10161.8,
 10177(d)

Suspended for 30 days-stayed for
 1 year on terms and conditions

Delis, Dean Nicholas (REB)

1065 E. Hillsdale Blvd., #214,
 Foster City
Effective: 2/9/00
Officer of: MD Mortgage Direct,
 Inc.
Violation: 10177(h)

Suspended for 90 days-stayed for
 1 year on terms and conditions

Hanford-Freund & Co. (REC)

47 Kearny St., San Francisco
Effective: 2/14/00
Violation: 10177(d)

Suspended for 30 days-stayed for
 1 year on terms and conditions

MD Mortgage Direct, Inc. (REC)

1065 E. Hillsdale Blvd., #214,
 Foster City
Effective: 2/9/00
Violation: 2726, 10137,
 10177(d), 10240

Suspended for 90 days-stayed for
 1 year on terms and conditions

Negele, Lisa Marie (REB, REO)

385 Hartz Ave., Danville
Effective: 2/24/00
Officer of: BMA Financial Corp.
Violation: 10177(d)

Suspended for 30 days-stayed for
 1 year on terms and conditions

REVOKED WITH A RIGHT TO A RESTRICTED LICENSE**Fresno Region****Ellis & Associates, Inc. (REC)**

1002 North 11th Ave., Hanford
Effective: 12/30/99
Violation: 10145, 10177(d)

Right to RREC license on terms
 and conditions

Jacquez, Jose Manuel (REB)
603 Mc Henry Ave., Modesto
Effective: 12/8/99
Violation: 10130, 10137,
10176(e), 10177(d)
Right to RREB license on terms
and conditions

Jose, Florentino Lao (REB, REO)
1002 North 11th Ave., Hanford
Effective: 12/30/99
Officer of: Ellis & Associates,
Inc.
Violation: 10177(h)
Right to RREB license on terms
and conditions

Parker, Susan Carol (RES)
4576 Shasta Ln., Paso Robles
Effective: 12/6/99
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Sanchez, Edward Mesa (REB)
912 E. Hatch Rd., Modesto
Effective: 12/8/99
Violation: 2834(a), 10137,
10176(e), 10177(d)(h)
Right to RREB license on terms
and conditions

Los Angeles Region

Bunker Hill Enterprises, Inc. (REC)
6566 Caliente Rd., Ste. A,
Oak Hills
Effective: 2/17/00
Violation: 2832.1, 10145,
10177(d)
Right to RREC license on terms
and conditions

Bunker, Stephen Louis (REB)
1777 Green Rd., Pinon Hills
Effective: 2/17/00
Officer of: Bunker Hill
Enterprises, Inc.
Violation: 10177(h)
Right to RREB license on terms
and conditions

Carr, Betty Jean (REB)
74-939 Highway 111, Ste. D-2,
Indian Wells
Formerly known as:
Vokes, Betty Jean
Effective: 2/12/00
Officer of: Indian Wells
Enterprises
Violation: 2725, 2831.2, 2832.1,
10145, 10148, 10177(d)(h)
Right to RREB license on terms
and conditions

Chai, Vince Lucas (REB, REO)
8780 E. Valley Blvd., Ste. L.,
Rosemead
Effective: 1/27/00
Violation: 10137, 10138
Right to RREB license on terms
and conditions

Circle Mortgage Corp. (REC)
48 205 Alder Ln., Palm Desert
Effective: 12/9/99
Violation: 2726, 2742(c), 2831,
2831.1, 2831.2, 2834, 2835,
2846, 10145, 10176(e),
10177(d)(f), 10231.2, 10232(e),

10232.2, 10232.25, 10240
Right to RREC license on terms
and conditions

Colonial Heritage Homes, Inc. (REC)
2766 Hillview Dr., Newport Beach
Effective: 12/20/99
Violation: 2801.5, 10177(d),
11018.2

Right to RREC license on terms
and conditions; RREC license to
be suspended for 90 days

Fass, Randall Joseph (RES)
20118 Superior St., Chatsworth
Effective: 1/18/00
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Golden, William Dennis (RES)
7608 Mason Ave., Winnetka
Effective: 1/31/00
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Gonzalez, Claudio (RES)
13828 Ramona Pky,
Baldwin Park
Effective: 12/8/99
Violation: 498, 10177(a)
Right to RRES license on terms
and conditions

Houldin, Robert F. (REB, REO)
101 Blue Lagoon, Laguna Beach
Effective: 12/9/99
Officer of: Circle Mortgage
Corporation
Violation: 2726, 2742(c), 2831,
2831.1, 2831.2, 2834, 2835,
2846, 10145, 10176(e),
10177(d)(f)(h), 10231.2,
10232(e), 10232.2, 10232.25,
10240
Right to RRES license on terms
and conditions

Indian Wells Enterprises (REC)
74-939 Highway 111, Ste. D-2,
Indian Wells
Effective: 2/12/00
Violation: 2831.2, 2832.1,
10145, 10148, 10177(d)
Right to RREC license on terms
and conditions

Kinsey, Kevin Duane (REB, REO)
5120 Goldleaf Cir., Ste. 380,
Los Angeles
Effective: 12/6/99
Officer of: KDK Genesis Group,
Inc.
Violation: 10137, 10145, 10148,
10176(a)(e)(i), 10177(d)(h)
Right to RRES license on terms
and conditions

Lee, Julie H. (REB)
4502 Dyer St., #101, La Crescenta
Effective: 12/28/99
Violation: 10176(e)(i),
10177(d)(g)(h)
Right to RREB license on terms
and conditions

Mauss, Sally (RES)
332 E. Madison Ave., Pomona
Effective: 2/9/00
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

McCumsey, Robert Dean (REB, REO)
2766 Hillview Dr., Newport Beach
Effective: 12/20/99
Officer of: Colonial Heritage
Homes, Inc.
Violation: 2801.5, 10177(d),
11018.2

Right to RREB license on terms
and conditions; RREB license
suspended for 90 days

Mills-Alegre, Isabel (RES)
145 Via Marina, Marina Del Rey
Effective: 12/14/99
Violation: 490, 498, 10177(a)(b)
Right to RRES license on terms
and conditions

Steinlechner, Johann Hannes (REB)
1610 E. Tamarisk Rd.,
Palm Springs
Effective: 2/8/00
Violation: 2726, 2831, 2831.1,
2831.2, 2832, 2834, 10145,
10148, 10177(d)
Right to RREB license on terms
and conditions

Oakland Region

Allen, William Dean (REB)
2656 Bridgeway, Rm. 200,
Sausalito
Effective: 12/29/99
Violation: 2731, 2831, 10145,
10177(d)(h)
Right to RREB license on terms
and conditions

Barde, Saul (REB)
1601 Bayshore Hwy, Ste. 302,
Burlingame
Effective: 12/1/99
Violation: 10177(d)(g)(h)
Right to RREB license on terms
and conditions

Clemons, James Allen (REB)
1999 S. Bascom Ave., #480,
Campbell
Effective: 2/25/00
Violation: 2831.1, 2831.2, 2832,
2832.1, 10145, 10177(d),
10229(j)(3)
Right to RREB license on terms
and conditions

Garcia-Breslin, Edward Paul (RES)
2150 Spring Lake Ct., Martinez
Effective: 2/23/00
Violation: 10130, 10176(a)(i),
10177(d)(g)
Right to RRES license on terms
and conditions

Jones, Todd Erwin (RES)
4590 Opal St., Capitola
Effective: 12/27/99
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Kelisky, Gregory S. (RES)
70 San Andreas Way,
San Francisco
Effective: 12/28/99
Violation: 10130, 10137,
10177(d)(f)
Right to RRES license on terms
and conditions

Sacramento Region

Correia, Diane Lynnette (RES)
4118 Ft. Donelson, Stockton
Effective: 2/3/00
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Jordan, Willoughby Tillis III (REB)
1103 Holly Dr., Tracy
Effective: 2/23/00
Violation: 2831.2, 2832.1,
10145, 10177(d)
Right to RREB license on terms
and conditions

Knadler, Howard Craig (REB)
9700 Business Park Dr., Ste. 200,
Sacramento
Effective: 2/11/00
Violation: 10177(f)
Right to RREB license on terms
and conditions

San Diego Region

Metcalf, Rick D. (REB)
6622 La Jolla Blvd., La Jolla
Effective: 1/20/00
Violation: 2731(a), 2832,
2834(a), 10137, 10145, 10159.5,
10177(d)
Right to RREB license on terms
and conditions; RREB license
suspended for 30 days

Servin, Jorge S. (RES)
355 Third Ave., Ste. 103,
Chula Vista
Effective: 2/2/00
Violation: 10130, 10137, 10139,
10177(d)
Right to RRES license on terms
and conditions

INDEFINITE SUSPENSIONS (under Recovery Acct. provisions)

Carman, Robert David (REB)
1210 Third St., Atwater
Effective: 1/18/00

Haasl, Mary Ann (REB)
P.O. Box 730, Bonsall
Effective: 12/17/99

McCombs, Joel D. (RES)
PO Box 371, Altadena
Effective: 2/2/00



Compliance, Complaint or Question Who Do You Call?

Who are you going to call with your questions about the Real Estate Settlement Procedures Act (RESPA), Truth in Lending Act (TILA & REG Z), Fair Credit Reporting Act (FCRA), Fair Debt Collection Practices Act (FDCPA), Equal Credit Reporting Act (ECRA), Home Mortgage Disclosure Act (HMDA), or the Real Estate Law? Who will handle a complaint or question about something a bank or savings & loan, title or escrow company did during a transaction? Where do you get information about obtaining a California Finance



Lender's License (CFL), or a Residential Mortgage Lending License (RML), or an independent escrow license? Where do you go to learn about state

subsidized first time home buyer home loan programs? Perhaps you want to verify the license status of an appraiser or even get your appraisal license, who do you call? You may want to file a complaint against a pest control contractor who issued a questionable report or want to check the license status of the contractor who bid on the repair job, where do you turn?

Although we routinely receive calls concerning all of the above, the DRE only has enforcement authority for the Real Estate Law. This means that we must refer questions about laws or licenses administered or enforced by other federal or state agencies to those agencies. We recognize that it is harder than ever to keep track of the virtual alphabet soup of laws, regulations and the agencies which administer them. In the hope of helping real estate licensees keep in compliance with the various laws to which they are subject, or in obtaining answers needed to better serve their clients, we offer the following list of agencies and the laws they are charged

with enforcing. We encourage you to keep this list for future reference.

FEDERAL AGENCIES

Federal Trade Commission (FTC)

The FTC has enforcement authority in the case of mortgage companies for the following laws:

- Equal Credit Opportunity Act [interpretive questions may be addressed to the Federal Reserve Board (FRB)]
- Fair Credit Reporting Act
- Fair Debt Collection Practices Act
- Truth in Lending Act (interpretive questions may be addressed to the Federal Reserve Board) (Note that this act includes Reg Z and "Section 32" loan disclosure requirements)

Web site: www.ftc.gov

FTC Headquarters/Financial Services Division, 6th Street & Pennsylvania Avenue N.W., Washington, D.C. 20580, (202) 326-3224

FTC Regional Office, 901 Market Street, San Francisco, CA 94103, (415) 744-7920

FTC Regional Office, 11000 Wilshire Blvd., Los Angeles, CA 90024, (310) 575-7890

The Federal Reserve Board (FRB)

Persons with questions on the meaning of any Regulation Z provision under the Truth in Lending Act, the Home Mortgage Disclosure Act, or the Equal Credit Opportunity Act may request a formal board or unofficial staff interpretation. The questions should be addressed to the:

Director of the Division of Consumer and Community Affairs, Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue, N.W., Washington, D.C. 20551, (202) 452-3667

Web site: www.bog.frb.fed.us

Department of Housing and Urban Development (HUD)

HUD has administrative authority

for, among others, the following Acts:

- Real estate Settlement Procedures Act (RESPA)
- Home Mortgage Disclosure Act (HMDA)

The HUD headquarters office may be contacted for more information on RESPA or HMDA.

HUD RESPA Enforcement Unit, 451 7th Street S.W., Suite 5241, Washington, DC 20417, (202) 708-4560

Web site: www.hud.gov

HUD also serves as the agency to which independent (non-depository and non-depository affiliate) lenders submit their data under the Home Mortgage Disclosure Act. Information on how and where to send the report, as well as guidance on HMDA compliance may be obtained by telephoning HUD's "HMDA hotline" at (202) 755-7530.

Office of the Comptroller of the Currency (OCC)

The OCC administers in whole or in part and has enforcement authority over national banks for the following Acts:

- Community Reinvestment Act
- Equal Credit Opportunity Act
- Fair Credit Reporting Act
- Fair Debt Collection Practices Act
- Fair Housing Act
- Home Mortgage Disclosure Act
- Real Estate Settlement Procedures Act
- Truth in Lending Act

For information regarding the consumer laws, contact the OCC at:

Office of the Comptroller of the Currency, 150 E. Street, S.W., Mail Stop 7-8, Washington, D.C. 20219, (202) 874-4428

Office of the Comptroller of the Currency, Western District Office, 50 Fremont Street, Suite 3900, San Francisco, CA 94105-2292, (415) 545-5900

Web site: www.occ.treas.gov

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Who do you call?

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Office of Thrift Supervision

OTS administers in whole or in part and has enforcement authority over federally-chartered and state-chartered savings institutions for the following Acts:

- Community Reinvestment Act
- Equal Credit Opportunity Act
- Fair Credit Reporting Act
- Fair Debt Collection Practices Act
- Fair Housing Act
- Home Mortgage Disclosure Act
- Real Estate Settlement Procedures Act
- Truth in Lending Act

For information regarding the consumer laws, contact:

Office of Thrift Supervision, 1700 G Street, N.W., Washington, DC 20552, (202) 906-6677

Office of Thrift Supervision, Pacific Telesis Tower, 1 Montgomery Street, #400, San Francisco, CA, 94104, (415) 616-1500

Web site: www.ots.treas.gov

STATE AGENCIES

Contractors State License Board (CSLB)

The CSLB licenses and regulates contractors in more than forty license classifications that constitute the construction industry. The CSLB also registers home improvement salespersons, and the CSLB offers arbitration for resolution of disputes that meet certain criteria. The CSLB Web site provides a lot of consumer information and can be used to verify the license status of a contractor.

Contractors License Board, 9821 Business Park Dr., Sacramento, CA 95826

Information Technicians: 916-255-3900

24 Hour Licensing & Consumer Information: 1-800-321-2752

Web site: www.cslb.ca.gov

Manufactured homes Misleading representations

It has been brought to our attention that some real estate licensees who are involved in the sale of manufactured homes (mobile homes) have asked escrow agents to make misleading representations to lenders that the home is real property when, in fact, it is chattel. As the buyer's lender may want assurance that the manufactured home has been converted to real property, escrow agents have allegedly been pressured by brokers and others to falsely represent that the home is real property even though it is not on a permanent foundation. Before you make representations that a manufactured home is real property, you should make certain your representation is accurate. Also, real estate licensees should never request that other service providers in a transaction falsely represent any information. 🏠

Structural Pest Control Board (SPCB)

SPCB licenses and regulates pest control operators. The SPCB Web site provides a lot of consumer information and can be used to verify the license status of a pest control operator.

Structural Pest Control Board, 1418 Howe Ave, Ste. 18, Sacramento, CA 95825, 916-263-2540

Web site: www.dca.ca.gov/pestboard

California Housing Finance Agency (CHFA)

The California Housing Finance Agency's mission is to finance below-market rate loans to create safe, decent, and affordable rental housing and to assist first-time home buyers in achieving the dream of home-ownership. CHFA assists low and moderate-income home buyers in the realization of their goal of home-ownership in California. CHFA offers below market interest rate 30-year fixed loans to first-time home buyers who meet the income and sales price limits for the County in which they wish to purchase.

Sacramento Headquarters, 1121 L St., 7th Floor, Sacramento, CA 95814, Main: 916-322-3991

Los Angeles Office, 100 Corporate Pointe, Ste. 250, Culver City, CA 90230, Main: 310-342-1250

Web site: www.chfa.ca.gov

Office of Real Estate Appraisers (OREA)

OREA licenses real estate appraisers

and ensures adherence to the national Uniform Standards of Professional Appraisal Practice (USPAP), California law and Regulations. They also investigate complaints against appraisers. The OREA Web site provides a lot of consumer information and can be used to verify the license status of an appraiser.

Office of Real Estate Appraisers, 1755 Creekside Oaks Drive, Suite 190, Sacramento, CA 95833, 916-263-0722

Web site: www.orea.ca.gov

Department of Corporations (DOC)

DOC, among other things, has enforcement authority over the following laws:

- California Residential Mortgage Lending Act – This act regulates the activities of Residential Mortgage Lenders or RML licensees.
- California Finance Lenders Law – This law regulates the activities of California Finance Lenders or CFLs.
- Escrow Law – This law regulates the activities of independent escrow companies.

Please note that you can verify the license status of a RML or CFL licensee through the DOC Web site.

Department of Corporations, 320 West 4th St., Los Angeles, CA 90013-1105, (213) 576-7690

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Common Violations

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but the broker was cited because information was missing.

- Separate records were maintained, but the broker was cited because the items posted were not accurate, e.g., when posting a check, it was the wrong amount; or, for a deposit, “the amount” was wrong and/or “the date of deposit” was the wrong date.
- Separate records were maintained, but a daily running balance for each record was not maintained or it was not accurate. Brokers must always keep a daily balance for each separate record.

It should be noted that records maintained under an automated data processing system in accordance with generally accepted accounting principles should be in compliance as long as they contain the elements previously noted.

Regulation 2831.2 – Trust Account Reconciliation

Regulation 2831.2 requires that the total of all Separate Beneficiary or Transaction Records maintained pursuant to Regulation 2831.1 be reconciled with the balance of the Record of All Trust Funds Received and Paid Out required by Regulation 2831, at least once a month except when the bank account did not have any activities. The requirement is that the *accounting records* be reconciled to

each other. This is not only a legal requirement, this is also part of a sound internal control for trust fund handling.

In order for this procedure to have a reliable result, the Record of All Trust Funds Received and Paid Out must be reconciled first with the bank account statements as of a certain cut-off date. This procedure is commonly known as bank reconciliation and is performed basically to determine the accuracy of the records. A cut-off date is the calendar date (usually end of the month), when no transaction or activity thereafter is considered. This process is completed once all adjustments and corrections of any reconciling items have been made to the ending balance on each record to arrive at an adjusted cash balance. In other words, the balance of the record of all trust funds received and paid out has to equal the adjusted cash balance.

The next step is to compare and reconcile the total of all beneficiary or transaction records with the adjusted cash balance as of the cut-off date of the bank reconciliation. The main objective of this procedure is to determine, based on the records, whether all trust funds held on behalf of others are on deposit in the corresponding trust account. Another purpose of this procedure is to ascertain that there is no unidentified overage or broker's funds in excess of \$200 in the trust account. Any discrepancy must be corrected accordingly. The broker is required to maintain a record of the trust account reconciliation showing the name of the bank account and number, date of the reconciliation, account number or name of the principals, beneficiaries or transactions and the amount of trust funds held by the broker for each of the principals, beneficiaries or transactions. Failure to comply with this Regulation could result in substantial loss of trust funds and disciplinary action against the broker by the Department.

Watch for Part II in the Fall 2000 issue of the Real Estate Bulletin. 🏠

Who do you call?

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Department of Corporations, 980 9th Street., Suite 500, Sacramento, CA 95814, (916) 327-0308

Web site: www.corp.ca.gov

Department of Financial Institutions (DFI)

DFI has jurisdiction over state chartered banks. For questions or complaints contact:

Department Of Financial Institutions, Consumer Information Desk, 801 K Street, Suite 2124, Sacramento, CA 95814, 1-800-622-0620 or 916-323-0189

Web site: www.dfi.ca.gov

Department of Insurance (DOI)

DOI has jurisdiction over title insurance companies. For questions or complaints contact:

Department of Insurance, Consumer Services Division, 300 South Spring St., Los Angeles, CA 90013, 1-800-927-4354 or 213-897-8921

Department of Insurance, Consumer Services Division, 45 Fremont St., San Francisco, CA 94105, 1-800-927-4357

Web site: www.insurance.ca.gov

Other Useful Web Sites

www.leginfo.ca.gov – The legislative counsel maintains this Web site. It will allow you to search any of the California Codes. In addition, it provides information on current and past legislative bills.

www.ca.gov – This Web site is the State of California home page. This site provides useful links to most all state agencies.

www.bth.ca.gov – This Web site is the Business, Transportation, and Housing Agency (BT&H) home page. This site provides information about and links to the thirteen departments BT&H oversees, including the Department of Real Estate, Department of Corporations, California Housing Finance Agency, Department of Finance Institutions, and Housing and Community Development.

ccr.oal.ca.gov – The Office of Administrative Law maintains this site. It will allow you to search all of the California Code Of Regulations.

www.dre.ca.gov – This Web site is maintained by the Department of Real Estate and provides useful information to both consumers and real estate licensees. 🏠



Real Estate Publications

Ordering Information

- To order one or more of DRE's publications, photocopy or remove this page from your *Bulletin*. Complete and submit all information requested.
- Prices are subject to change.
- Orders originating in California and over-the-counter sales must include the state sales tax (7.75% for mail orders). Requests and fees will be returned if the appropriate sales tax is not included.
- Orders received with incorrect amounts will be returned.
- Volume discounts are available. Contact DRE prior to ordering.
- Please **do not** send cash. **Make check or money order payable to:** Department of Real Estate or complete credit card information below.
- Mail To:**
 Department of Real Estate
 Book Orders
 P.O. Box 187006
 Sacramento, CA 95818-7006.

- Allow 4–6 weeks for delivery.
- DRE cannot accept returns or make refunds.

Electronic Law Book — System Requirements

- Minimum requirements for Windows** —
 386 DX2/33Mhz IBM compatible personal computer; 4MB physical RAM; 8MB available hard disk space; Windows version 3.11 or later; diskette or CD drive as applicable. 
- Minimum requirements for Macintosh** —
 8MB physical RAM; Macintosh System 7; 8MB available hard disk space; diskette or CD drive as applicable. 

Miscellaneous

- Refer to DRE's Web site for downloadable forms and brochures.

<http://www.dre.ca.gov>

DRE	RE#	Title of Publication	Cost	Quantity	Your Cost
	1	Reference Book (<i>revised 1997</i>)	\$20		
	2	2000 Real Estate Law Book	\$20		
	2C	2000 Real Estate Law Book (CD - contains both versions) <i>Refer to system requirements above.</i>	\$20		
	2A	2000 Real Estate Law Book (diskette - Windows version) <i>Refer to system requirements above.</i>	\$20		
	2B	2000 Real Estate Law Book (diskette - Macintosh version) <i>Refer to system requirements above.</i>	\$20		
		2000 Real Estate Law Book — Paper copy AND <input type="checkbox"/> CD (contains Windows & Macintosh) <input type="checkbox"/> Windows diskette <input type="checkbox"/> Macintosh diskette	\$35		
	4	Instructions to License Applicants (<i>brochure</i>)	<i>free</i>		
	6	Disclosures in Real Property Transactions (<i>booklet</i>)	\$2		
	8	Operating Cost Manual for Homeowner Associations	\$10		
	13	Trust Funds (<i>booklet</i>)	<i>free</i>		
	25	Reserve Study Guidelines for Homeowner Association Budgets	\$10		
	34	A Guide to Mobilehome Park Purchases by Residents (<i>booklet</i>)	\$2		
	35	Trust Deed Investments — What You Should Know (<i>brochure</i>) and	\$2		
	35A	Using the Services of a Mortgage Broker (<i>brochure</i>) (35 & 35A are a set)	<i>per set</i>		
	39	Common Interest Development Brochure (<i>brochure</i>)	<i>free</i>		

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Real Estate Bulletin — Summer 2000

Article Index — Summer 1999–Spring 2000

Year	Issue	Article Title	Year	Issue	Article Title
			1999	Summer	Grace Period — License Still Expired
1999	Winter	1999 DRE Legislative Summary	1999	Winter	Identity Theft
1999	Summer	Advertising—License disclosure requirements	1999	Summer	License Fee Reduction
1999	Summer	Article Index (Summer 1998–Spring 1999)	2000	Spring	Licensee Population up for 1999 – Eight Year Slide Ends
1999	Winter	Available in January – 2000 Real Estate Law Book – Now on CD-ROM	1999	Fall	Licenses and workload indicators up
2000	Spring	Available on CD, diskette, paper – 2000 Real Estate Law Book	1999	Fall	Licensing Voice Response System Improved
1999	Summer	Bills available on the Net	2000	Spring	List Available – Continuing Education Offerings
1999	Winter	Check with DRE before choosing a fictitious business name for your real estate firm	1999	Winter	Looking Back
2000	Spring	Clarification of SB 820 – Electronic signatures	2000	Spring	Master Planned Developments and their Associations
2000	Spring	Commissioner's message	1999	Fall	New Fingerprint Procedures
1999	Fall	Common Interest Development Brochure	1999	Summer	New Oakland Testing Facility
1999	Fall	Community Colleges RE Educators' Fall Conference Set	1999	Summer	NSF checks & Trust Accounts
1999	Winter	Community Colleges Real Estate Educators' Conference	2000	Spring	Payment of Commissions
1999	Summer	Credit Cards — DRE Expansion of Services	1999	Summer	Questions and Answers — DRE's Web Site
1999	Summer	DRE Enters New Millennium Early	1999	Fall	Reconciliation of Trust Account Records
2000	Spring	Deputy Secretary for Housing appointed by Governor Davis	1999	Winter	Recovery Account
1999	Fall	Flat Fees, Retainers, and Advance Fees	2000	Spring	To "survey" or not to "survey," that is the CE question
1999	Winter	Governor Appoints New Commissioner	2000	Spring	Trust Accounts & Bank Charges
			2000	Spring	Use of post office boxes and mail boxes
			1999	Winter	Year 2000 "Panic"