

Announcements:

The next Commission meetings are scheduled for August 28th and October 10th, beginning at 9 a.m. These meetings are held at the KREC office and open to the public. However, if you plan to attend, please call the office to confirm the date and time. Click [here](#) for more information.

Reminder!

“Did you contact your broker?” This is often the first question asked of a licensee when discussing an issue that has occurred. Surprisingly, the answer is often “no.” The first line of action for a licensee is to discuss an issue with their supervising or branch broker.

Did you know?

Please discontinue reference to or distribution of the Broker Points System. Item 8 under the [Application for a New License](#) now reflects the minimum requirements necessary for staff to approve a broker application based on the delegated powers of the Commission to the staff.

Frequently Asked Questions

Below are answers to questions commonly received by KREC staff.

How do I transfer from one company to another?

Submit form [REL-300](#), Licensee Transfer, to the Commission with your license and \$15 fee.

Do I have to sign a transfer or deactivation form when a licensee asks me to, even though the agent owes my company money?

Yes. There is no provision in the license law for the responsible broker to delay the return of the license to the Commission for any reason.

How long do I have to wait for my broker to sign a transfer or deactivation form?

Again, Kansas statutes provide that the form and license are to be returned to the Commission “immediately upon termination.” If you are having difficulty getting your broker to cooperate, document the number of attempts you have made to contact the broker, the date and time, and how your attempts were made (email, phone, fax). Submit the form and fee to the Commission with your log of attempts to contact the broker.

How do I affiliate my license with more than one company or branch office or remove an affiliation from my license?

Submit form [REL-330](#), Add or Remove Affiliation, to the Commission.

How do I change my company or branch office name or address?

Complete the [REC-400](#), Company Name or Contact Info Change Form, and submit with all licenses. A roster of affiliated licensees is available on the Commission website under [Company Search](#). If you are missing a license, include a cover letter signed by the supervising or branch broker to explain what happened to the license. Submit form [REC-400](#) to change a company email address, phone, or fax number as well.

How do I change the responsible broker for my company?

Submit form [REC-450](#), Supervising/Branch Broker Change Form, to the Commission. Additional forms and fees may be required depending on any additional transfers or status changes involved.

Updated Forms

All forms located on the [KREC website](#) have been updated with the new address for the Commission. Please be sure to use the most recent version. All forms are fillable online.

KREC has a New Office

On August 4, 2017, the KREC address changed to:

Jayhawk Tower
700 SW Jackson St, Suite 404
Topeka, KS 66603-3785

All other information for the KREC office (phone, fax, email) is the same. Please update your records and be sure to attend the next Commission meeting to see our new space!



Employee Spotlight

Stacey Serra is the Legal Assistant for KREC. She is responsible for coordinating disciplinary and licensing orders. Stacey grew up in Overland Park, has a bachelor of science in Justice Systems from Truman State University and a paralegal certificate from Johnson County Community College. She has worked as a paralegal for 17 years and began with KREC in February 2015. Stacey and her husband have one daughter. She enjoys reading and spending time with her family and friends.

In Commission news, **Bryon Schlosser** was appointed to Chair of the Commission at the June meeting. He has served on the board since August 2014. **Joseph Vaught** was appointed to Vice Chair and has served since 2013.

Erik Wisner Executive Director

Licensing

Kelly White Deputy Director, Director of Licensing and Education

Jessica Apodaca Licensing Assistant

Alycia Smith Licensing Assistant

Amber Nutt Real Estate Education Specialist

Compliance

Wendy Alkire Director of Compliance

Lynn Comfort Real Estate Specialist/Auditor

Richard Ford Real Estate Specialist/Investigator

Kiereon Sisney Real Estate Specialist/Auditor

Denise Schmitz Real Estate Specialist/Auditor

Legal and Administrative

Stacey Serra Legal Assistant

Issuance of License

Licenses are not sent to a licensee, but to the responsible broker along with pocket cards. Please call the supervising or branch broker first when looking for a new or renewed license. 58-3047(b) states that a salesperson's or associate broker's license shall be delivered to the responsible broker and kept in custody and control of the broker until canceled or until the salesperson or associate broker is no longer associated with the broker.

Submitting Complete Forms

Licensing staff often receive forms that are not being filled out completely, resulting in a delay for licensees. Common mistakes include missing

or incorrect company numbers, missing licensee names or license numbers, and incomplete or missing documents. To better enable KREC staff to process forms in a timely manner, please read directions thoroughly and ensure all forms are complete before submitting.

Renewal Reminders

First Letter of Last name	Renewal Due Date	Expiration Date
H	06/15/17 - 07/31/2017	08/31/2017
I-J-K-L	08/15/17 - 09/30/2017	10/31/2017
M	10/15/17 - 11/30/2017	12/31/2017

The mission of the Kansas Real Estate Commission is to protect the public interest, which embraces both the interests of the regulated real estate licensees and the interests of consumers who use their services and products.

Commission Members

Bryon Schlosser, Chair, 2nd District | **Joseph Vaught**, Vice Chair, 3rd District

Errol Wuertz, 1st District | **Sue Wenger**, 4th District | **Connie O'Brien**, Member at Large