



SC REAL ESTATE COMMISSION NEWS

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[Real Estate Commission Laws and Policies](#)

Important News: NEW SCLLR and SCREC Website Now Live!

If you have not visited the SC Real Estate Commission's website lately, we encourage you to do so as the pages have been redesigned. The changes are not only aesthetic, but navigation, links to pages and documents also are different.

The goal of the redesign is to provide a more user-friendly experience for you and all licensees, applicants, and members of the public. Please note that due to web address changes, your prior bookmarks or links directly to the Real Estate Commission page will redirect you to the main LLR site.

The LLR website can still be reached at <http://llr.sc.gov>. To get to the Real Estate site from the main LLR site, click "Professions + Occupations" at the top of the page and select "Real Estate Commission" from the list of licensing programs.

To navigate directly to the Real Estate Commission page, you may go to <http://llr.sc.gov/re>.

Please familiarize yourself with the website and feel free to provide any feedback to Contactllr@llr.sc.gov.

Administrator's Message - Rod Atkinson

CEBroker.com – CE Reporting: CE Broker is LLR's approved continuing education reporting and compliance tracking provider. It is important that all Real Estate licensees claim their free "basic account" with CE Broker.

Commission-approved Real Estate education providers are required to report CE course completion within 14 days to CE Broker, but all licensees need to set an account to track their CE to make sure it is reported. You can also self-report by uploading certificates to CEBroker.com.

Anyone claiming a CE exemption must report that exemption in CE Broker as well. If you also are licensed as an appraiser with the SC Real Estate Appraisers Board, your Appraisers CE hours can count toward your elective Real Estate license CE credits, but this CE must be self-reported under your Real Estate license CE Broker account, and certificates must be uploaded.

If you haven't set up your account, here is a [link](#) to an instructional document that includes information on how to sign up for a Free Basic account and how to link it to your license. This also is a guide on how to report CE or exemptions once you have signed up.

Please note that CE compliance will be audited through CE Broker for Salespersons, Brokers and Brokers in Charge who renew as active. If you renewed as active, but all continuing education has not been reported for your renewal, you will be asked to produce CE compliance records and may be subject to possible discipline if all CE requirements have not been satisfied.

CE requirements and exemptions can be found at the following [link](#).



Rod Atkinson

Compliance Corner: Unlicensed Practice and Unlicensed Employees

The SC Real Estate Commission often receives complaints regarding unlicensed practice. There have often been instances where during routine inspections, LLR Inspectors have found that unlicensed individuals are signing leases, holding themselves out to the public as property managers, or performing other duties that require a license with the Commission.

Even when employed by the owner of the property or a by home builder, there is no “employee exemption” from Real Estate licensing requirements.

Individuals should refrain from engaging in any activities which fall under the definition of Broker or Property Manager, which are found in S.C. Code of Laws Section 40-57-30. Unlicensed individuals also should not receive compensation, referral fees, or finder’s fees based upon successful real estate transactions or the referral of business to a real estate brokerage unless they are actually the buyer or seller in the transaction.

Please note, a licensee also can be disciplined for paying a commission or compensation to an unlicensed individual for activities requiring a license pursuant to S.C. Code of Laws Section 40-57-710 (A)(12). A Broker in Charge or Property Manager in charge is responsible for adequate supervision of both associated licensees and employees to ensure compliance with South Carolina real estate licensing law under S.C. Code of Laws 40-57-135(A)(1). The following sections of licensing law address unlicensed employees:

Limitations of Unlicensed Employees

S.C. Code of Laws Section 40-57-135:

(K) For all types of real estate transactions, including leases and sales, an unlicensed employee of the owner or an unlicensed individual working under the supervision of a broker-in-charge or a property manager-in-charge may not:

- (1) discuss, negotiate, or explain a contract, listing agreement, buyer agency agreement, lease, agreement, property management agreement, or other real estate document;
- (2) vary or deviate from the rental price or other terms and conditions previously established by the owner or licensee when supplying relevant information concerning the rental of property;
- (3) approve applications or leases or settle or arrange the terms and conditions of a lease;
- (4) indicate to the public that the unlicensed individual is in a position of authority which has the managerial responsibility of the rental property;
- (5) conduct or host an open house or manage an on-site sales or leasing office;
- (6) show real property for sale other than vacant units in a multifamily building;
- (7) answer questions regarding company listings, title, financing, and closing issues, except for information that is otherwise publicly available;
- (8) be paid solely on the basis of real estate activity including, but not limited to, a percentage of commission or an amount based on the listing or sales compensation or commission;
- (9) negotiate or agree to compensation or commission including, but not limited to, commission splits, management fees, or referral fees on behalf of a licensee; or
- (10) engage in an activity requiring a real estate license as required and defined by this chapter.

What unlicensed employees may do with multi-unit rental properties

S.C. Code of Laws Section 40-57-520.

(C) An unlicensed employee of the owner of a multiunit rental property or an unlicensed individual who works under the supervision of a licensee is permitted to perform only the following duties:

- (1) maintenance;
- (2) clerical or administrative support;
- (3) collection of rents which that are made payable to the owner or real estate company;
- (4) showing rental units to prospective tenants;

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- (5) furnishing published information;
- (6) providing applications and lease forms; and
- (7) receiving applications and leases for submission to the owner or the licensee for approval.



David C. Lockwood III, SIOR, CCIM, CRE Real Estate Commission

Profession:

Executive Vice President and COO of Colliers International South Carolina, Inc.

Term of Service:

I have served on the SC Real Estate Commission since October 2013.



Education/Training:

I graduated from Clemson University in 1984 and joined Colliers International, formerly known as The Keenan Company, in December 1986. I serve as the Market Leader for Colliers in Columbia, the Chief Operating Officer for Colliers' four offices in South Carolina and the Broker in Charge for the Columbia and Charleston offices of Colliers. I have achieved the SIOR, CCIM and CRE professional commercial real estate designations.

Personal Life:

I have been married to my wonderful wife, Lesli, for 32 years. We have a daughter, Kimberlee, and her husband, John Cannon, and a son, David "Carr" Lockwood IV. I am very active in my profession having served in numerous leadership roles within the Central Carolina Association of REALTORS, The South Carolina REALTORS Association and the National Association of REALTORS. I also serve in leadership roles nationally with the Society of Industrial and Office REALTORS (SIOR). I am currently serving as the Chairman of the Board of Directors of the Columbia Chamber of Commerce. I am a member of the Board of Visitors of Clemson University. I spend a great deal of my time with volunteer activities at Riverland Hills Baptist Church. My wife and I love everything Clemson, traveling and scuba diving.

30 Years of Service – Wanda Cooke



The South Carolina Real Estate Commission and LLR would like to thank and congratulate Wanda Cooke on her 30 years of dedicated service to the Commission, LLR and the State of South Carolina. Great job Wanda! We are happy you are continuing to work with us.

Commission Members

Candace W. Pratt (Chair) – 1st Congressional District (Charleston)

William A. “Andy” Lee (Vice Chair) – 3rd Congressional District (Seneca)

David C. Lockwood, III – 2nd Congressional District (Columbia)

David A. Burnett – 4th Congressional District (Greenville)

John D. Rinehart – 5th Congressional District (York)

Janelle S. Mitchell – 6th Congressional District (Orangeburg)

Wesley Brown Bethune – 7th Congressional District (Myrtle Beach)

Wayne Poplin – At Large Member (Charleston)

Johnathan Stackhouse – Public Member (Columbia)

Frequently Asked Questions By Licensees

How do I transfer, inactivate and reactivate my license?

There are forms which allow you to perform most of these functions on the Commission's [website](#).



Licensing Questions?

Do you have a question regarding licensing or renewals?

Before you contact the Board office, check out the links listed below to see if your question is answered in the licensing and renewal FAQ documents.

If not, contact the [Commission](#).

[REC Licensing FAQ](#)

[REC Renewal FAQ](#)

Visit the Commission's [Website](#)

Website Features

[SC Real Estate Laws and Regulations](#)

[Licensee Lookup](#)

[Board Orders/Disciplinary Actions](#)

[Applications and Forms](#)