



REAL ESTATE BULLETIN

Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation, & Housing Agency
Jeff Davi, Real Estate Commissioner

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

Department of Real Estate

Fall 2005

Message from Commissioner Davi



As the Summer concludes and we are officially facing the Fall of 2005, it is very apparent to me that this strong real estate market cannot last forever.

So many of you in the industry have the benefit of years of experience not only with transactions, but with the volatility of the real estate market. This acquired wisdom has taught you that the real estate market has its peaks and valleys.

For the newer licensees, that knowledge may not be as prevalent. The fact is that since the last downturn, let's say in the early to mid-1990's, the number of licensed agents in the State has increased by approximately 200,000. This is a significant number. Yes, these newer licensees, many of whom are now considered seasoned agents with over a decade of experience under their belts, still have never seen a significant downturn in the real estate market.

As I travel the State and speak to licensees involved in so many different facets of the industry, I am constantly looking for signs reflecting the status of the market. I learn about inventories, market time for listings, housing prices, housing starts, housing sales, foreclosures and so many more factors that help shape the marketplace.

Continued on page 2

New real estate examination and license application process

Effective July 1, 2005, under the provisions of AB 2007, individuals may apply and pay for their real estate examination and license at the same time by submitting one application and fee. This procedure will eliminate the need to file a separate application and fee for each step in the examination/licensing process and will likely reduce the overall time needed to obtain a new license. Following are the details of this new procedure:

➤ A Salesperson Exam/License Application (RE 435) or Broker Exam/License Application (RE 436) may be obtained from the DRE Web site at www.dre.ca.gov or requested from any DRE office. Applicants must complete the appropriate form

and submit the required combined license and examination fees, which are listed on the form. Once submitted, the fee may not be refunded or transferred to another application. The applicant must submit all of the necessary qualifying material with the application and must successfully pass the examination within two years of the date the application is filed. If those steps are not completed within the two-year time limit, the application and fees will lapse.

➤ Salesperson applicants will continue to have the option of scheduling and taking their examination



while enrolled in a Real Estate Principles course, or may submit evidence of completion of Real Estate Principles with their combined application. The requirement that the course be offered by a regionally accredited college or university or through a DRE approved sponsor does not change. Examination applicants who apply for their examination while enrolled in a Real Estate Principles course will be required to submit copies of their transcripts or completion certificate in order to have their license issued.

➤ Broker examination applicants must submit all education and experience requirements with their application.

➤ All first time applicants must submit a completed State Public Benefits Statement (RE 205) and proof of legal presence, such as a copy of a birth certificate or passport, with their application or any time thereafter; however, the documents must be received before a real estate license can be issued. This requirement does not apply to broker applicants who currently hold a salesperson license.

➤ First time applicants must be fingerprinted using a Live Scan service provider. This requirement does not apply to broker applicants who currently hold a salesperson license. Applicants may still get their fingerprints taken at the time they submit their exam/license application or any time thereafter, however, results from the fingerprint process must still be received before a real estate license can be

Continued on page 2

REAL ESTATE BULLETIN

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STATE OF CALIFORNIA

Arnold Schwarzenegger, *Governor*

BUSINESS, TRANSPORTATION AND HOUSING AGENCY

Sunne Wright McPeak, *Secretary*

DEPARTMENT OF REAL ESTATE
Jeff Davi, *Commissioner*

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Salesperson Examinations	(916) 227-0900
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CALIFORNIA RELAY TELEPHONE SERVICE

(For the deaf and hearing impaired)

From TDD phone	1-800-735-2929
From voice phone	1-800-735-2922

Commissioner's message

Continued from page 1

What I have found in speaking with so many of the licensees and some California real estate economists, is that a downturn in the market is inevitable and predictable; however, given the current state of the market, the timing and magnitude of the downturn is the "million dollar" question.

With all of the interest throughout the State in becoming licensed, and considering the supply as compared to the demand of housing, it does not appear that we are facing a statewide "bubble" in the real estate market. Sure, there may be pockets or areas around the State with some very aggressive price appreciation, but all in all, when you look at California as a whole, due to the high demand for housing at all levels and the limited supply, coupled with an annual shortage of newly constructed units, I do not envision a major correction on the horizon. However, as we all know, no one can foresee the market's future timing and status with certainty.

I would encourage all of you to be aware of the market's history and to understand that conventional wisdom tells us that this very strong market will not last forever. At some time, things may slow down and the market will level off. Look to those agents with more experience around you or within your companies to see how they worked through the last downturn. Some valuable lessons may be learned from those conversations.

In the meantime, remember that the Department of Real Estate is here not only as a regulator of your industry and a protector of the public in real estate transactions, but also as a resource. Our Web site has many features that can assist you in verifying the license status of another agent you may be working with, or to provide materials to your clients about real estate transactions and the lending environment. In this industry, so much of your success depends on you and what you do, so be sure you are keeping a watchful eye on the market and all its trends so you are prepared to react and stand successful. 🏠

Examination & license application process

Continued from page 1

issued. In most instances, having fingerprints taken prior to taking the examination should help lessen the time required to issue an original license. Live Scan Service Request forms (RE 237) may be obtained on the DRE Web site. Fingerprint processing fees are not refundable under any circumstances, including failure to qualify by examination for a license.

➤ Examination candidates who currently have a valid examination application on file can

submit the appropriate combined form and the license fee to initiate the review of their license application.

➤ Should excessive time elapse between the time the exam/license application is filed and the date the examinee passes the test, the Department will require a written update of pertinent information before the license can be issued. 🏠

Federal law requires proper disposal of consumer report information



Periodically, the Department receives calls from the public and landlords that they have seen or found files and records from real estate licensees that have been placed in garbage cans, left in shopping carts or abandoned in vacant offices. This usually occurs when a licensee suddenly leaves the business or just carelessly disposes of outdated files. The information in these files is a potential treasure-trove for an identity thief. Names, addresses, social security numbers, copies of social security cards and driver licenses, bank account numbers and statements, and all of the other personal and financial data that may be contained in loan applications, rental or lease applications and other real estate transaction files could spell disaster if it ends up in the wrong hands.

Effective June 1, 2005, a provision of the federal Fair and Accurate Credit Transactions Act (FACTA), which was enacted in 2003, requires the “proper disposal” of consumer reports and the information that can be derived from consumer reports. As it relates to the real estate and lending industries, those that must comply with the “Disposal Rule” include lenders, mortgage brokers, property managers, and any other individuals and businesses who obtain a credit report on prospective buyers,

borrowers, tenants, etc. The rule is enforced by the Federal Trade Commission (FTC).

As described by the FTC consumer information, FACTA defines the term “consumer report” to include information obtained from a consumer reporting company that is, or is expected to be, used in establishing a consumer’s eligibility for credit, employment, or insurance among other purposes. Credit reports and credit scores are consumer reports, as are reports that businesses or individuals receive with information regarding employment, background, check writing histories, insurance claims, residential or tenant history or medical history.

The “Disposal Rule” requires disposal practices that are reasonable and appropriate to prevent the unauthorized access to, or use of, information in a consumer report. The FTC provides the following examples of reasonable disposal methods:

- Burn, pulverize, or shred papers containing consumer report information so that the information cannot be read or reconstructed;
- Destroy or erase electronic files or media containing consumer report information so that the information cannot be read or reconstructed;

- Conduct due diligence and hire a document destruction contractor to dispose of material specifically identified as consumer report information consistent with the Rule. Due diligence could include:

- Reviewing an audit of a disposal company’s operations and/or its compliance with the Rule;
- Obtaining information about the disposal company from several references;
- Requiring that the disposal company be certified by a recognized trade association;
- Reviewing and evaluating the disposal company’s information security policies or procedures.

The Fair and Accurate Credit Transactions Act (FACTA) was enacted in 2003 to amend the Fair Credit Reporting Act and provide consumer protections. Probably the most well known feature of FACTA is the right of consumers to obtain free annual credit reports from each of the three credit repositories. Violations of FACTA carry penalties of actual damages plus statutory damages up to \$1,000.00 per customer for willful violations with no cap on class-action damages; punitive damages; attorneys’ fees; and civil penalties.

Business and Professions Code Section 10148 requires brokers to retain their trust account and transaction records for three years. Once the retention period has expired, the records must be disposed of in the manner prescribed by FACTA.

Don’t allow potential identity thieves to “dumpster dive” for your clients’ vital personal and financial information. Properly dispose of your files. For more information about FACTA in general, and the Disposal Rule specifically, visit the Federal Trade Commission Web site at www.ftc.gov or call 1-877-FTC-HELP (1-877-382-4357). 🏠

Depositing escrow trust funds

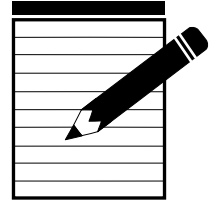


Are you a licensed real estate broker conducting escrows under the exemption from the Escrow Law [Financial Code Section 17006(a)(4)] through your own in-house escrow division? If so, those escrows must have related purchase or sale, exchange, or loan transactions for which you as the broker (or your agents) performed acts for which a real estate license was required. In other words, in order to perform escrow services under the escrow license exemption, the broker providing the services must be a party to the transaction.

Business and Professions Code Section 10145, which governs the handling of trust funds, requires in subsection (a)(1) that all trust funds not immediately placed into a neutral escrow depository or into the hands of the broker’s principal shall be deposited into a trust fund account maintained by the broker in a bank or recognized depository in this state.

Continued on page 12

Guidelines For Unlicensed Assistants



Preamble

The designated officer of a corporation is explicitly responsible for the supervision and control of the activities conducted on behalf of a corporate broker by its officers and employees as necessary to secure full compliance with the Real Estate Law, including but not limited to the supervision of salespersons licensed to the corporation in the performance of acts for which a real estate license is required. Individuals engaging in business as a real estate broker are also similarly charged with the responsibility to supervise and control all activities performed by their employees and agents in their name during the course of a transaction for which a real estate license is required, whether or not the activities performed require a real estate license.

To assist brokers and designated broker/officers to properly carry out their duty to supervise and control activities conducted on their behalf during the course of a licensed transaction, it is important for the broker to know and identify those activities which do and do not require a real estate license. This knowledge assists the broker to use licensed persons when required, and to extend and provide the necessary quantum of supervision and control over licensed and nonlicensed activities as required by law and good business practices.

Identifying licensed activities has become difficult for many brokers as brokerage practices have changed and evolved in response to new laws, the need for new efficiencies in response to consumer demands, and new technology. The following is a guideline, and nothing more, of defined activities which generally do not come within the term "real estate broker," when performed with the broker's knowledge and consent. Broker knowledge and consent is a prerequisite to the performance of these unlicensed activities, since without these elements there can be no reasonable assurance that the activities performed will be limited as set forth below.

Cold calling

Making telephone calls to canvass for interest in using the services of a real estate broker. Should the person answering the call indicate an interest in using the services of a broker, or if there is an interest in ascertaining the kind of services a broker can provide, the person answering shall be referred to a licensee, or an appointment may be scheduled to enable him or her to meet with a broker or an associate licensee† (licensee‡). At no time may the caller attempt to induce the person being called to use a broker's services. The canvassing may only be used to develop general information about the interest of the person answering and may not be used, designed or structured for solicitation purposes with respect to a specific property, transaction or product. (The term "solicitation" as used herein should be given its broadest interpretation.)

Open house

With the principal's consent, assisting licensees at an open house intended for the public by placing signs, greeting the public, providing

factual information from or handing out preprinted materials prepared by or reviewed and approved for use by the licensee, or arranging appointments with the licensee. During the holding of an open house, only a licensee may engage in the following: show or exhibit the property, discuss terms and conditions of a possible sale, discuss other features of the property, such as its location, neighborhood or schools, or engage in any other conduct which is used, designed or structured for solicitation purposes with respect to the property.

Comparative market analysis

Making, conducting or preparing a comparative market analysis subject to the approval of and for use by the licensee.

Communicating with the public

Providing factual information to others from writings prepared by the licensee. A non-licensee may not communicate with the public in a manner which is used, designed or structured for solicitation purposes with respect to a specific property, transaction or product.

Arranging appointments

Making or scheduling appointments for licensees to meet with a principal or party to the transaction. As directed by the licensee to whom the broker has delegated such authority, arranging for and ordering reports and services from a third party in connection with the transaction, or for the provision of services in connection with the transaction, such as a pest control inspection and report, a roof inspection and report, a title inspection and/or a preliminary report, an appraisal and report, a credit check and report, or repair or other work to be performed to the property as a part of the sale.

Access to property

With the principal's consent, being present to let into the property a person who is either to inspect a portion or all of the property for the purpose of preparing a report or issuing a clearance, or who is to perform repair work or other work to the property in connection with the transaction. Information about the real property which is needed by the person making the inspection for the purpose

Disciplinary Action: March, April, May 2005

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.

Licenses 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 – Re-restricted real estate salesperson; PRLS – Prepaid rental listing

Commissioner's Regulations

2715	Licenses 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
2742(a)	Failure to file Certificate of Status with corporate license application
2742(c)	Failure of corporation to be in good standing
2752	Broker's failure to notify DRE of salesperson employment
2753	Broker's failure to retain salesperson's license at main office or return the license at termination of employment
2831	Failure to keep proper trust fund records
2831.1	Inadequate separate trust fund beneficiary records
2831.2	Failure to reconcile trust account
2831(a)(6)	Failure to list identity of other depository and the date funds were forwarded with respect to trust funds not deposited in a 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
2832(e)	Failure of broker acting as escrow holder to deposit trust funds in trust account by next business day following receipt
2834	Trust account withdrawals by unauthorized or unbonded person
2835	Retention of broker funds in trust account
2835(b)	Failure to disburse broker's portion of trust funds within 25 days of receipt
2840	Failure to give approved borrower disclosure
2950	Violation of broker-controlled escrow requirements
2950(d)	Failure of broker handling escrows to maintain records and accounts
2950(f)	Failure to deposit escrow trust funds
2950(g)	Broker-handled escrow disbursement without written instructions
2950(h)	Failure by broker handling escrow to deposit trust funds in trust account
2951	Improper record keeping for broker handled escrows

Business and Professions Code

490	Substantially related criminal conviction
480(a)	Denial of real estate license on grounds of conviction of crime, dishonest or fraudulent act, or act which would warrant suspension or revocation of license
498	License obtained by fraud or misrepresentation
499	False statement in support of another person's license application
10130	Acting without license
10137	Unlawful employment or payment of compensation
10140	False advertisement
10145	Trust fund handling
10145(a)	Trust fund handling
10145(g)	Failure to maintain a separate record of receipt & disposition of all trust funds

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 available on the DRE Web site www.dre.ca.gov under Real Estate Law and/or Regulations.

Disciplinary actions that are "stayed" means there is "a delay in carrying out" all or part of the recommended discipline.

10159.2	Failure by designated officer to supervise licensed acts of corporation
10159.5	Failure to obtain license with fictitious business name
10160	Failure to maintain salesperson licenses in possession of broker
10161.8	Failure of broker to notify Commissioner of salesperson employment
10163	Failure to obtain a branch office license
10176.5	Willful or repeated transfer disclosure statement violations
10176(a)	Making any substantial misrepresentation
10176(g)	Secret profit or undisclosed compensation
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(k)	Violation of restricted license condition
10177.5	Civil fraud judgment based on licensed acts
10232.25	Failure to file trust fund status reports
10233	Failure of MLB to have written loan servicing contract
10236.4	Failure to include license number or DRE license information telephone number in documents
10240	Failure to give mortgage loan disclosure statement
10240(c)	Failure to give good faith estimate and other mortgage loan disclosures

REVOKED LICENSES

Fresno Region

Kennedy, Joanne Marie (RES)

P.O. Box 993, Springville

Effective: 9/20/04

Violation: 490, 10177(b)

Martin, Diana D. (RES)

2821 Pamplona Way, Modesto

Effective: 9/23/04

Violation: 10176(a)(i), 10177(j)

Los Angeles Region

Alvarez, Leopoldo (RES)

8320 E. Florence Ave., Downey

Effective: 11/2/04

Violation: 490, 10177(b)

Anderson, Ruffino Marchiette (RES)

5939 W. Pico Blvd., Los Angeles

Effective: 11/9/04

Violation: 490, 10177(b)

Barber, Dawn Carol (RES)

1249 S. Petit Ave., #501, Ventura

Effective: 10/25/04

Violation: 490, 10177(b)

Blaze-Tkabladze, Alexander (RES)

2884 Woodwardia Dr.,

Los Angeles

Effective: 9/14/04

Violation: 490, 10177(b)

Casarrubias, Jose D. (RES)

11917 Paramount Blvd., #B,

Downey

Effective: 10/4/04

Violation: 490, 10177(b)

Edwards, William James (REB)

1440 La Tijera Blvd., Inglewood

Effective: 10/4/04

Violation: 490, 10177(b)

Fong, Dennis King (RES)

1225 Esteban Torres Dr.,

South El Monte

Effective: 10/25/04

Violation: 490, 10177(b)

**Green, Daniel Louis (RES)**

55994 Golden Bee Dr.,
Yucca Valley
Effective: 10/20/04
Violation: 490, 498(c),
10177(a)(b)(j)

Ikepeazu, Chuba Jr. (REB)

541 West 9th St., San Pedro
Effective: 10/7/04
Violation: 2731, 10130,
10176.5, 10177(d)(h)

Johnson, James Earl (RES)

959 S. Coast Dr., Ste. 495,
Costa Mesa
Effective: 9/17/04
Violation: 490, 10177(b)

Livermore, Kathy Lynn (RES)

42-245 Kansas, Palm Desert
Effective: 10/7/04
Violation: 10177.5

Louch, Mark (RES)

1880 N. El Camino Real,
San Clemente
Effective: 9/20/04
Violation: 498, 10177(a)

Manners, Brad Edward (RES)

6209 Seville Ct., Long Beach
Effective: 11/10/04
Violation: 490, 10177(b)

Nam, Kwon Woo (RES)

4142 Homestead St., Irvine
Effective: 11/3/04
Violation: 490, 10177(b)

Peters, Troy Lamont (REB)

6709 La Tijera Blvd., #166,
Los Angeles
Effective: 9/30/04
Violation: 10177(f), 10177.5

Phillmore, LaTania Renea (RES)

PO Box 20700, Long Beach
Effective: 9/8/04
Violation: 490, 10177(b)

Reyes, Lucas Daniel (REB)

7800 E. Florence Ave., Downey
Effective: 10/20/04
Violation: 490, 10177(b)

Santoro, John James III (RES)

22142 Brookpine, Mission Viejo
Effective: 10/25/04
Violation: 490, 10177(b)

Sennett, James Titus (RES)

12419 E. Timbercreek Ln.,
Cerritos
Effective: 9/23/04
Violation: 490

Stephenson, Michael James (RES)

26969 Helmond Dr., Calabasas
Effective: 10/4/04
Violation: 490, 10177(b)(k)

Yanzon, Jaime Pajol (RES)

2272 Colorado Blvd., PMB
#1212, Los Angeles
Effective: 10/4/04
Violation: 490, 10177(b)

Zomer, Richard J. (RES)

2265 Westwood Blvd.,
Los Angeles
Effective: 10/8/04
Violation: 490, 10177(b)

Oakland Region**Gerdes, Joan Margaret (RRES)**

2628 8th Ave., Oakland
Effective: 9/24/04
Violation: 490, 10177(b)

Luu, Linda Nguyen (RES)

5859 Killarney Circle, San Jose
Effective: 11/4/04
Violation: 490, 10177(b)

Muzaffar, Ali Mohammad (RES)

80 Yampa Way, Fremont
Effective: 9/13/04
Violation: 490, 10177(b)

Tonna, Roger (RES)

PO Box 266, Belmont
Effective: 9/13/04
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Sacramento Region**Heitman, Jeffrey Robert (RRES)**

3713 Bridlewood Cir., Stockton
Effective: 9/13/04
Violation: 490, 10177(b)

San Diego Region**Railey, Jeffrey John (RES)**

PO Box 2501, Rancho Santa Fe
Effective: 11/16/04
Violation: 490, 10177(b)

Triplette, Michael Ray (REB)

99 Lynn Ln., Oceanside
Effective: 11/15/04
Violation: 490, 10177

Vigil, Paul Runninghorse (REB)

1066 Sumner Ave., El Cajon
Effective: 11/15/04
Violation: 480(a), 10177(b)

REVOKED WITH A RIGHT TO A RESTRICTED LICENSE

Fresno Region**Boston, Joanne Louise (RES)**

6065 Salida Del Sol, San Jose
Effective: 4/28/05
Violation: 10177(g)
Right to RRES license on terms
and conditions

Gitti, Joseph David (RES)

2957 W. Silverhill Ln., Fresno
Effective: 3/16/05
Violation: 10176(g), 10177(g)
Right to RRES license on terms
and conditions

Los Angeles Region**3 Q's Inc. (REC)**

5511 Riverside Dr., Chino
Effective: 3/10/05

Violation: 2715, 2752, 2831,
2831.1, 2831.2, 2832(e), 2832.1,
2834, 2950(d)(f)(g), 2951, 10145,
10161.8, 10163, 10165,
10177(d)(g), 10236.4, 10240
Right to RREC license on terms
and conditions

Arellanes, Ruben Robert (RES)

2900 E. Lincoln, Apt. 120,
Anaheim
Effective: 5/26/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Berdeja, Gustavo (REB)

116 N. Vineyard Ave., Ste. 200,
Ontario
Effective: 5/19/05
Violation: 10177.5
Right to RRES license on terms
and conditions

Boyd, Daniel Oce (RES)

458 Swarthmore Ln., Costa Mesa
Effective: 4/19/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Brooks, Gary Dennis (RES)

20520 Ventura Blvd., #120,
Woodland Hills
Effective: 4/21/05
Violation: 498, 10177(a)
Right to RRES license on terms
and conditions

Burghardt, Monte James (REB)

27 Caribbean Ct., Laguna Niguel
Effective: 5/12/05
Violation: 2731, 2834, 10145,
10159.5, 10177(d)
Right to RREB license on terms
and conditions

Burton, Charles William

(REB, REO)
3480 Torrance Blvd., #100,
Torrance
Effective: 3/17/05
Officer of: TRG Realestate
Group, Inc.
Violation: 2725, 2831, 2831.1,
2831.2, 2832.1, 2950, 2951,
10145, 10159.2, 10177(d)(g)(h)
Right to RREB license on terms
and conditions

Capital Financial Resources, Inc. (REC)

350 Crenshaw Blvd., Ste. 207-A,
Torrance
Effective: 3/14/05
Violation: 2715, 2731, 2831,
2831.1, 2831.2, 2832, 2832.1,
2834, 2950(d)(g)(h), 10145,
10163, 10165, 10176(g),
10177(d)(g), 10240
Right to RREC license on terms
and conditions

Conlon, Tammy Lewis (RES)

4175 Lockey Ave., Riverside
Effective: 3/29/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Corrigan, Christina C. (RES)

10324 Balboa Blvd.,
Granada Hills

Effective: 3/29/05

Violation: 490, 10177(b)

Right to RRES license on terms
and conditions

Cox, Mojgan (REB)

10535 Foothill Blvd., Ste. 490,
Rancho Cucamonga
Effective: 4/4/05
Violation: 2831.1, 2831.2,
2832.1, 10145, 10177(d)
Right to RREB license on terms
and conditions

Crawford, John Boyd (REB)

3731 Stocker St., Ste. 110,
Los Angeles
Effective: 5/23/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Culp, Richard J. (RES)

12301 Wilshire Blvd., Ste. 315,
Los Angeles
Effective: 3/15/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Dawabi, Manhal A. (RES)

P.O. Box 1432, Ontario
Effective: 5/31/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Esqueda, Javier (RES)

13514 Tedemory Dr., Whittier
Effective: 5/31/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Fiedler, W. Darrow (REB)

23670 Hawthorne Blvd., Ste. 101,
Torrance
Effective: 5/3/05
Violation: 490, 10177(b)(g)
Right to RRES license on terms
and conditions

Flores, Jessie (RES)

P.O. Box 844, Adelanto
Effective: 3/7/05
Violation: 490(a)
Right to RRES license on terms
and conditions

Gutierrez, Jamie Angel (RES)

10330 Pomeroy Rd., Downey
Effective: 3/1/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Hakimi, Kevin (RES)

202 Valley View, Mission Viejo
Effective: 5/10/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Harvey, Scot William (REB)

29658 Bonanza Pl., Canyon Lake
Effective: 3/28/05
Violation: 490, 498, 10177(a)(b)
Right to RREB license on terms
and conditions

Horn, Yolanda Evette (RES)

2150 West 31st St., Los Angeles
Effective: 4/6/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions



*The fastest, easiest way to
manage your real estate license!*

Brokers:

- Ⓞ Add/change main office address
- Ⓞ Certify salesperson employment
- Ⓞ Discontinue salesperson employment
- Ⓞ Renew license
- Ⓞ Request duplicate license
- Ⓞ Change mailing address

Salespersons:

- Ⓞ Add/change employing broker
- Ⓞ Change mailing address
- Ⓞ Renew license

Examination Services:

- Ⓞ Apply for salesperson exam
- Ⓞ Reschedule exam date
- Ⓞ Apply to re-take an exam
- Ⓞ Change exam mailing address
- Ⓞ View exam records
- Ⓞ Check scheduled exam date, time and location
- Ⓞ Request duplicate schedule notice
- Ⓞ View exam results
- Ⓞ Request duplicate results notice
- Ⓞ See if license has been issued

PLEASE NOTE: Unless you are a first-time salesperson examination applicant, you must have an existing examination record or license on file with the DRE to use eLicensing.

Jason, Albert (RES)

6464 Bradley Pl., Los Angeles
Effective: 5/3/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Kreitzer, Kathryn Grace (RES)

P.O. Box 368, Highland
Effective: 5/3/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Lam, Thanh Kevin (RES)

1034 Ridgecrest St.
Monterey Park
Effective: 4/18/04
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Lloyd, Jeffrey Brandon

(REB, REO)
8430 Santa Monica Blvd.,
Ste. 105, Los Angeles
Effective: 4/1/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Lookinbee, Larry Dee (REB)

120 East 51st St., San Bernardino
Effective: 5/10/05
Violation: 490
Right to RRES license on terms
and conditions

Martinez, Miguel (RES)

11931 Basye St., El Monte
Effective: 4/18/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Meynet, Colleen (RES)

1232 Alamo Pintado Rd., Solvang
Effective: 4/11/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Olea, Jose Jesus (RES)

6506 Mayflower Ave., Bell
Effective: 5/12/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Olea, Jose Jesus (RES)

6506 Mayflower Ave., Bell
Effective: 5/12/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Paniagua, Richard Edwin (RES)

12162 Haga St., Garden Grove
Effective: 3/8/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Petrusan, Viorel Alexandru (RREB)

14620 Lakewood Blvd.,
Bellflower
Effective: 4/7/05
Violation: 2832.1, 2834,
2835(b), 2950(d)(f)(g)(h), 2951,
10145, 10177(d)(g)
Right to RRES license on terms
and conditions

Ramirez, Juan Adalberto

(REB, REO)
1050 Lakes Dr., Ste. 150,
West Covina
Effective: 3/10/05
Officer of: Dynamic Investments
Incorporated
Violation: 10159.2,
10177(d)(g)(h)
Right to RRES license on terms
and conditions

Rodriguez, Blanca Oliva (REB)

9631 E. Alondra Blvd., Ste. 102,
Bellflower
Effective: 3/28/05
Violation: 10240, 10177(d)
Right to RRES license on terms
and conditions

Rodriguez, Hugo M. (RES)

25934 Magnifica Ct.,
Moreno Valley
Effective: 5/24/05
Violation: 490
Right to RRES license on terms
and conditions

Romero, Gabriel Roberto (RES)

847 W. Palmdale Blvd., Palmdale
Effective: 5/3/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Routh, John Alan (RES)

3185 Bermuda Dr., Costa Mesa
Effective: 3/21/05
Violation: 490, 10177(a)(b)
Right to RRES license on terms
and conditions

Smith, George Benjamin (REB, REO)

1611 Pacific Coast Hwy,
Ste. 301, Redondo Beach

Effective: 3/14/05

Officer of: Capital Financial
Resources, Inc.
Violation: 10177(d)(g)(h),
10159.2

Right to RRES license on terms
and conditions

Springs, Jamilla (RES)

4821 Lankershim Blvd., #160,
North Hollywood
Effective: 3/24/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Stanfield, Carmen Yolanda (RES)

6047 Tampa, #106, Tarzana
Effective: 5/4/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Sunboliyan, Sara (RES)

4430 Gayle Dr., Tarzana
Effective: 3/29/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

TRG Real Estate Group, Inc. (REC)

3480 Torrance Blvd., #100,
Torrance
Effective: 3/17/05
Violation: 2831, 2831.1, 2831.2,
2832.1, 2950, 2951, 10145,
10177(d)(g)
Right to RRES license on terms
and conditions

Valencia, Randall Joseph (RES)

11910 Steeple Chase Dr.,
Moreno Valley
Effective: 5/5/05
Violation: 490, 10177(b)
Right to RRES license on terms
and conditions

Widjaja, Jeffrey Ismail

(REB, REO)
17870 Castleton St., Ste. 260,
Rowland Heights
Effective: 3/10/05
Officer of: 3 Q's, Inc.
Violation: 2725, 10159.2,
10177(h)
Right to RRES license on terms
and conditions

Oakland Region

Becker Property Management Co. (REC)

3661 Grand Ave., Ste. 104,
Oakland
Effective: 5/24/05
Violation: 2831, 2832, 2832.1,
2834, 10145, 10177(d)
Right to RRES license on terms
and conditions



**Chim, Daniel (REB, REO)**

323 89th St., Daly City
Effective: 5/24/05
Officer of: DC Property and Loan, Inc.
Violation: 490, 498, 499, 10177(a)

Right to RREB license on terms and conditions

DC Property and Loan, Inc. (REC)

323 89th St., Daly City
Effective: 5/24/05
Violation: 490, 498, 499, 10177(a)

Right to RREC license on terms and conditions

Duncan, Barbara Marie (REB, REO)

3661 Grand Ave., Ste. 104, Oakland
Effective: 5/24/05
Violation: 2831, 2832, 2832.1, 2834, 10145, 10159.2, 10177(d)(g)(h)

Right to RREB license on terms and conditions

Duncan, Stephen Gary (REB, REO)

1080-A Elm St., San Jose
Effective: 5/24/05
Violation: 10177(h)

Right to RREB license on terms and conditions

Faust, Russell Charles (RES)

4234 Remillard, Ct., Pleasanton
Effective: 4/19/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Golden State Mortgage Corp. (REC)

1625 The Alameda, #310, San Jose
Effective: 3/8/05
Violation: 10176(a)(i)
 Right to RREC license on terms and conditions

Handwerger, Jeff (REB, REO)

188 South Park, Ste. 1, San Francisco
Effective: 3/7/05
Officer of: Soma Investment Corporation
Violation: 490, 10177(b)

Right to RREB license on terms and conditions

Kenner, Frederick George (RES)

15335 Washington Ave., #301, San Leandro
Effective: 3/28/05
Violation: 490, 10177(b)

Right to RRES license on terms and conditions

Lu, Donghong (RES)

731 Los Padres Blvd., Santa Clara
Effective: 4/14/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Naidu, Ram Krishna (RES)

30074 Woodthrush Pl., Hayward
Effective: 3/4/05
Violation: 10130, 10177(d)
 Right to RRES license on terms and conditions

Pearce, Kent (RES)

2001 Calistoga Dr., Hollister
Effective: 4/6/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Santos, Jason P. (RES)

3428 Royal Meadow Ln., San Jose
Effective: 3/7/05
Violation: 10130, 10177(d)
 Right to RRES license on terms and conditions; RRES suspended for 75 days

Soma Investment Corporation (REC)

188 South Park, Ste. 1, San Francisco
Effective: 3/7/05
Violation: 490, 10177(b)
 Right to RREC license on terms and conditions

Sprague, Robert Philip (REB)

3701 Sacramento St., Ste. 292, San Francisco
Effective: 5/30/05
Violation: 10177(f)
 Right to RREB license on terms and conditions

Stanley, Clifford Edward (RREB, RREO)

1625 The Alameda, #310, San Jose
Effective: 3/8/05
Officer of: Golden State Mortgage Corp.
Violation: 10176(a)(i), 10177(d)(g)(h)
 Right to RRES license on terms and conditions

Valentino, Sepideh Shahbodaghi (RES)

30 Del Mar Dr., Tiburon
Effective: 5/24/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Wicinski, Janine Moulton (RES)

3590 Young Ave., Napa
Effective: 4/25/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Zipagan, Azucena Sandy (REB)

7888 Wren Ave., Bldg. A-111, Gilroy
Effective: 3/4/05
Violation: 10130, 10137, 10177(d), 10240
 Right to RRES license on terms and conditions

Sacramento Region**All Professional Realty, Inc. (REC)**

1520 River Park Dr., Sacramento
Effective: 4/5/05
Violation: 2831.2, 2832, 2832.1, 2835, 10145, 10177(d)
 Right to RREC license on terms and conditions

Eckroth, Suzie Marie (RES)

2214 Sun Valley Dr., Lodi
Effective: 5/9/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Heavin, Lori Len (RES)

2661 Brannan Way, West Sacramento
Effective: 4/5/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Lewis, Errol J. (RES)

1550 Mayfield St., Sacramento
Effective: 3/23/05
Violation: 490
 Right to RRES license on terms and conditions

Lopez, Robert Paul (REB)

3552 Miners Trail Rd., American Canyon
Effective: 5/24/05
Violation: 10130, 10137, 10177(d)
 Right to RREB license on terms and conditions

Meister, Harold John Jr. (REB)

916 E. Cypress Ave., Ste. 400, Redding
Effective: 4/18/05
Violation: 2831.2, 2832.1, 2834, 10145, 10177(d)
 Right to RRES license on terms and conditions

Morse, Brian Edward (REB)

925 46th St., Sacramento
Effective: 3/7/05
Violation: 490
 Right to RREB license on terms and conditions

Nichols, Troy Christopher (RES)

728 B St., Yuba City
Effective: 5/17/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

O'Rourke, Edward James (RES)

13184 Davos Dr., Truckee
Effective: 1/21/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Saelee, Kao Seng (RES)

1770 El Verano St., Redding
Effective: 3/29/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Short, Jonathan Winslow (RES)

5313 Sandstone St., Carmichael
Effective: 5/24/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Wills, Robin Edward (REB, REO)

550 Main St., #2G, Diamond Springs
Effective: 5/24/05
Violation: 2742(a), 10130, 10137, 10177(d)
 Right to RREB license on terms and conditions

Wright, Steve Marvin (REB)

1520 River Park Dr., Sacramento
Effective: 4/5/05
Officer of: All Professional Realty, Inc.
Violation: 10177(h)
 Right to RREB license on terms and conditions

San Diego Region**Celindro, Jovencio Manas Jr. (RES)**

10852 Susie Ln., Santee
Effective: 3/28/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Espinoza, Ray (REB)

2775 Saddlers Creek Rd., Chula Vista
Effective: 3/21/05
Violation: 490, 10177(b)
 Right to RREB license on terms and conditions

Gindt, Troy Robert (RES)

7440 Girard Ave., Ste. 1, La Jolla
Effective: 3/21/05
 RRES suspended for 90 days
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Lewis, Dawn Marie (RES)

2898 Gate Six Place, Chula Vista
Effective: 5/11/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

Rue, Kealoha C. (REB)

1917 Palomar Oaks Way, #100, Carlsbad
Effective: 4/28/05
Violation: 490, 10177(b)
 Right to RREB license on terms and conditions

Urie, Chad Elliott (RES)

6275 Sunset Crest Way, San Diego
Effective: 4/6/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions

O'Hara, Sean Patrick (RES)

900 F St., #318, San Diego
Effective: 4/25/05
Violation: 490, 10177(b)
 Right to RRES license on terms and conditions; suspended indefinitely

SUSPENDED WITH STAY

Fresno Region**Brager & Assoc., Inc. (REC)**

3641 Mitchell Rd., Ste. F, Ceres
Effective: 4/1/05
Violation: 2831, 2831.1, 2831.2, 2832.1, 10145, 10177(d)
 Suspended for 60 days-stayed for 2 on terms and conditions

Brager, Robert Joseph (REB, REO)

3641 Mitchell Rd., Ste. F, Ceres
Effective: 4/1/05
Officer of: Brager & Assoc., Inc.

Violation: 10159.2,
10177(d)(g)(h)
Suspended for 60 days-stayed for
2 years on terms and conditions

Los Angeles Region

Anderson, George W. (REB, REO)

3620 Eve Circle, Unit K,
Mira Loma
Effective: 5/25/05
Officer of: Sea Shore Enter-
prises, Inc.
Violation: 2742(c), 2840,
10177(d)

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

BGIF, Inc. (REC)

5348 Topanga Canyon Blvd.,
Ste. 203, Woodland Hills
Effective: 4/21/05
Violation: 2831, 2831.1, 2831.2,
2832.1, 2834, 2950(d)(g)(h),
10145, 10177(d), 10232(a),
10232.25, 10233, 10240
Suspended for 90 days-stayed for
2 years on terms and conditions

Chen, Jerry W. (REB, REO)

5923 Cloverly Ave., Temple City
Effective: 4/5/05
Violation: 2831, 2831.1, 2831.2,
2832, 2832.1, 10145(a), 10177(d)
Suspended for 60 days-stayed for
2 years on terms and conditions

Crubaugh, Bob (RES)

12517 Kling St., Studio City
Effective: 4/18/05
Violation: 10177.5
Suspended for 90 days-stayed for
2 years on terms and conditions

Dzvonick, Terrance Lee (RES)

5797 Picker St., Riverside
Effective: 3/8/05
Violation: 10177(j)
Suspended for 5 days-stayed for 2
years on terms and conditions

Eslamieh, Fariborz (REB, REO)

7342 Reseda Blvd., Ste. 147,
Reseda
Effective: 3/31/05
Officer of: Consumer Fair
Lending, Inc.
Violation: 10159.2, 10177(h)
Suspended for 90 days-stayed for
2 years on terms and conditions

Great China Financial Services, Inc. (REC)

5923 Cloverly Ave., Temple City
Effective: 4/5/05
Violation: 2831, 2831.1, 2831.2,
2832, 2832.1, 10145(a), 10177(d)
Suspended for 60 days-stayed for
1 year on terms and conditions

Hernandez, Rafael (REB, REO)

513 E. Fordham Dr., Placentia
Effective: 3/10/05
Violation: 2752, 2753, 2831,
2840, 10160, 10161.8, 10163,
10177(d), 10236.4, 10240
Suspended for 5 days-stayed for 2
years on terms and conditions

Ortiz, Robert L. (REB, REO)

16742 Orange Way, Fontana
Effective: 4/7/05
Officer of: Trebor S. West, Inc.
Violation: 10137
Suspended for 90 days-all but 30

days stayed for 2 years on terms
and conditions

Patel, Subashbhai Jethabhai (RES)

1128 W. Mission Blvd., Ste. B,
Ontario
Effective: 3/25/05
Violation: 10177(g)
Suspended for 120 days-stayed
for 2 years on terms and
conditions

Phillips, Jimise Joyce (REB)

2658 W. Imperial Hwy, Gardena
Effective: 3/2/05
Violation: 2725, 2726, 2752,
2753, 2831, 2831.1, 2831.2,
2832.1, 2950(d)(f)(g)
Suspended for 180 days-stayed
for 2 years on terms and
conditions

Sea Shore Enterprises, Inc. (REC)

4640 Admiralty Way, Ste. 1200,
Marina Del Rey
Effective: 5/25/05
Violation: 2742(c), 2840,
10177(d)
Suspended for 90 days-stayed for
2 years on terms and conditions

Stanley, Janet K. (RES)

575 Anton Blvd., #300,
Costa Mesa
Effective: 5/17/05
Violation: 10177(a)(d)
Suspended for 90 days-stayed for
1 year on terms and conditions

Uberto, Angel Enso (RREB)

12150 Ramona Blvd., #101,
Glendora
Effective: 3/1/05
Violation: 10145, 10177(d)(g)
Suspended for 90 days-stayed for
2 years on terms and conditions;
suspended indefinitely

Oakland Region

Balgos, Gene Relucano (RES)

1741 Creekstone Cir., San Jose
Effective: 3/3/05
Violation: 10130, 10177(d)
Suspended for 100 days-stayed
for 2 years on terms and
conditions

Bautista, Melvin C. (RES)

7145C Dublin Meadows St.,
Dublin
Effective: 3/30/03
Violation: 10130, 10177(d)
Suspended for 150 days-stayed
for 2 years on terms and
conditions

Duong, Senh C. (RES)

2165 Golden Dew Cir., San Jose
Effective: 3/3/05
Violation: 10130, 10177(d)
Suspended for 125 days-all but 75
days stayed for 2 years on terms
and conditions

Fernandez, Perry Dean (RES)

1413 Pheasant Dr., Gilroy
Effective: 3/3/05
Violation: 10130, 10177(d)
Suspended for 125 days-stayed
for 2 years on terms and
conditions

Hardman, Gary Lee (REB)

35747 Ellmann Pl., Fremont

Effective: 5/24/05

Violation: 10130, 10137, 10140,
10177(d)

Suspended for 60 days-stayed for
2 years on terms and conditions

Lee, Raymond (RES)

135 Urshan Ct., San Jose
Effective: 3/3/05
Violation: 10130, 10177(d)
Suspended for 100 days-stayed
for 2 years on terms and
conditions

Morken, John Stevenson (REB, REO)

760 Market St., Ste. 938,
San Francisco
Effective: 4/4/05
Violation: 10177(h)
Suspended for 60 days-all but 30
days stayed for 2 years

Valdez, John F. (REB)

2 Townsend St., Bldg. 3-106,
San Francisco
Effective: 4/4/05
Violation: 10177(h)
Suspended for 60 days-stayed for
2 years on terms and conditions

Sacramento Region

Jacuzzi, Daniel Craig (REB, REO)

415 Century Park Dr., Ste. B,
Yuba City
Effective: 5/16/05
Officer of: Select Property
Management, Inc.
Violation: 2832, 2832.1,
2834, 10177(d)
Suspended for 10 days-stayed for
1 year on terms and conditions

Salazar, Arnaldo Bayot (REB, REO)

213 Lomitas Ave.,
South San Francisco
Effective: 5/24/05
Violation: 2831(a)(6), 10177(d),
10240(c)
Suspended for 30 days-stayed for
2 years on terms and conditions

Select Property Management, Inc. (REC)

437 Century Park Dr., Ste. B,
Yuba City
Effective: 5/16/05
Violation: 2831, 2831.2, 2832,
2832.1, 2834, 10145(g), 10177(d)
Suspended for 1 year-stayed for 2
years on terms and conditions

LICENSE SURRENDERED

(Licenses voluntarily surrendered
per B&P Code §10100.2 during an
administrative action/investigation)

Los Angeles Region

Cobarrubias, Leonel (RES)

14951 Cerritos Ave., Bellflower
Effective: 3/16/05

Consumer Fair Lending, Inc. (REC)

6740 Tampa Ave., Reseda
Effective: 3/31/05

Curd, Joseph D (REB)

301 E. Ocean Blvd., #460,
Long Beach
Effective: 3/3/05

Dominguez, Alejandro (RES)

23700 A-6 El Toro Rd.,
Lake Forest
Effective: 4/1/05

Dynamic Investments Incorporated (REC)

1050 Lakes Dr., Ste. 150,
West Covina
Effective: 3/10/05

Egan, Sharon Lynn (RES)

P.O. Box 10833, Prescott, AZ
Effective: 3/15/05

Fiumara, Eileen Elizabeth (REB)

4512 Sunnyslope Ave.,
Sherman Oaks
Effective: 3/3/05

Home Equity Bancorp (REC)

1128 W. Mission Blvd., Unit L,
Ontario
Effective: 3/15/05

Lyles, Freddie IV (RES)

728 West 140th St., Gardena
Effective: 5/5/05

Ojito, Rene Martin (RES)

7950 Etiwanda Ave., #12205,
Rancho Cucamonga
Effective: 3/24/05

Toledo, Diana Suzanne (RES)

P.O. Box 41124, Los Angeles
Effective: 3/24/05

Trebor S. West, Inc. (REC)

517 E. Holt Blvd., Ontario
Effective: 4/7/05

Zhang, Huijie (REB)

1820 Butler Ave., #5,
Los Angeles
Effective: 5/24/05

Oakland Region

Lopez, Ricardo Bautista (RES)

1739 Blossom Hill Rd., San Jose
Effective: 5/24/05

Parivash, Mina (RES)

136 Grandview Dr., Woodside
Effective: 4/4/05

Rivera, Anabelle Berrios (RES)

460 Saratoga Ave., #103,
San Jose
Effective: 5/24/05

Sacramento Region

Coontz, DeAnne Subry (RES)

4724 River College Dr.,
Sacramento
Effective: 5/26/05

San Diego Region

Schoonover, Brian Lynn (RES)

1540 Rock Springs Rd.,
Escondido
Effective: 4/6/05



Guidelines

Continued from page 4

of completing his or her report must be provided by the broker or associate licensee, unless it comes from a data sheet prepared by the broker, associate licensee or principal, and that fact is made clear to the person requesting the information.

Advertising

Preparing and designing advertising relating to the transaction for which the broker was employed, if the advertising is reviewed and approved by the broker or associate licensee prior to its publication.

Preparation of documents

Preparing and completing documents and instruments under the supervision and direction of the licensee if the final documents or instruments will be or have been reviewed or approved by the licensee prior to the documents or instruments being presented, given or delivered to a principal or party to the transaction.

Delivery & signing documents

Mailing, delivering, picking up, or arranging the mailing, delivery, or

picking up of documents or instruments related to the transaction, including obtaining signatures to the documents or instruments from principals, parties or service providers in connection with the transaction. Such activity shall not include a discussion of the content, relevance, importance or significance of the document, or instrument or any portion thereof, with a principal or party to the transaction.

Trust funds

Accepting, accounting for or providing a receipt for trust funds received from a principal or a party to the transaction.

Communicating with principals, etc.

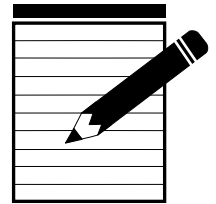
Communicating with a principal, party or service provider in connec-

tion with a transaction about when reports or other information needed concerning any aspect of the transaction will be delivered, or when certain services will be performed or completed, or if the services have been completed.

Document review

Reviewing, as instructed by the licensee, transaction documentation for completeness or compliance, providing the final determination as to completeness or compliance is made by the broker or associate licensee.

Reviewing transaction documentation for the purpose of making recommendations to the broker on a course of action with respect to the transaction.



INDEFINITE SUSPENSIONS

(under Recovery Acct. provisions)

Los Angeles Region

Laciura, Tony (RES)

PO Box 7393, Newport Beach
Effective: 5/10/05

Oakland Region

Draper, Leon Samuel (REB)

3860 Blackhawk Rd., Ste. 160, Danville
Effective: 4/25/05

PUBLIC REPROVAL

Los Angeles Region

Crawford, Andre (RES)

9450 Jefferson St., Bellflower
Effective: 5/16/05
Violation: 10130, 10137, 10176(a)(i),
10177(g)(j)

Funk, Ronald Elwood (REB)

354 E. Rowland Ave., Covina
Effective: 3/22/05
Violation: 490

* These *Guidelines*, when strictly followed, will assist licensees and their employees to comply with the license requirements of the Real Estate Law. They present specific scenarios which allow brokers to organize their business practices in a manner that will contribute to compliance with the Real Estate Law. As such, they were drafted to serve the interests of both licensees and the public they serve. Nothing in them is intended to limit, add to or supersede any provision of law relating to the duties and obligations of real estate licensees, the consequences of violations of law or licensing requirements.

Licensees should take heed that because of the limiting nature of guidelines, as opposed to a statute or regulation, that they will not bind or obligate, nor are they intended to bind and obligate courts or others to follow or adhere to their provisions in civil proceedings or litigation involving conduct for which a real estate license may or may not be required.

Brokers and others who may refer to these *Guidelines* from time to time should be aware that it does not take very much to go from unlicensed to licensed activity. For example, it is a commonly held belief and understanding among licensees and others that participation in "negotiations" is somehow limited to the actual bargaining over terms and conditions of a sale or loan, when in fact the courts in this state have given much broader application to this term to include activity which may directly assist or aid in the negotiations or closing of a transaction.

† The term "associate licensee" means and refers to either a salesperson employed by the listing or selling broker in the transaction, or a broker who has entered into a written contract with a broker to act as the broker's agent in transactions requiring a real estate license.

‡ Hereafter, the term "licensee" means "broker" or "associate licensee."

Real Estate Publications

Ordering information

DRE publications are available:

On the Internet — All DRE publications are available free of charge on the DRE Web site at www.dre.ca.gov.

In person from District Offices — Complete Parts A, B, and C (if appropriate). Offices are located in Sacramento, Los Angeles, Oakland, Fresno, and San Diego.

By mail — Photocopy or remove this page from your *Bulletin*. Complete Parts A, B, and C (if appropriate). Mail it with the proper fee to:

Department of Real Estate
 Book Orders
 P.O. Box 187006
 Sacramento, CA 95818-7006

By fax — Complete Parts A, B, and C. Fax form to (916) 227-0361.

By phone — Have credit card information ready, then call Book Order desk at (916) 227-0852.

Acceptable payment methods

- Personal check, cashier's check or money order should be made payable to: Department of Real Estate.
- VISA, MasterCard, and American Express credit cards may be used to purchase DRE publications.
- Cash is acceptable only if purchasing in person and only if it's the exact amount of purchase.

California sales tax

Use 7.25% tax rate, unless purchase location or delivery address is in the following counties: Alameda (8.25%), Fresno (7.875%), Los Angeles (8.25%), Sacramento (7.75%), and San Diego (7.75%). Requests and fees will be returned if the appropriate sales tax is not included.

Miscellaneous information

- Prices are subject to change.
- Orders received with incorrect payments will be returned.
- **All sales are final — no refunds.**
- Allow 4–6 weeks for delivery.
- Volume discounts are available. Contact DRE at (916) 227-0852 prior to ordering.

PART A SHIPPING INFORMATION

DRE	RE#	Title of Publication	Cost	Quantity	Your Cost
	1	Reference Book — A Real Estate Guide (Rev. 2000)	\$20		
	2	2005 Real Estate Law Book & CD set	\$25		
	6	Disclosures in Real Property Transactions	\$10		
	8	Operating Cost Manual for Homeowner Associations	\$10		
	25	Reserve Study Guidelines for Homeowner Association Budgets	\$10		
	4	Instructions to License Applicants	free		
	13	Trust Funds	free		
	34	A Guide for Residents Purchasing Their Mobile Home Park	free		
	35	Trust Deed Investments — What You Should Know!!	free		
	35A	Using the Services of a Mortgage Broker	free		
	39	Living in a California Common Interest Development	free		
	51	A Consumer Guide to Filing Real Estate Complaints	free		
	52	Reverse Mortgages — Is One Right for You?	free		

SHIPPING NAME	LICENSE OR EXAM ID#	SUBTOTAL \$ _____ CA SALES TAX* \$ _____ (Tax rate used* _____ %)
SHIPPING ADDRESS		TOTAL ENCLOSED \$ _____ * See tax information above.
CITY	STATE ZIP CODE	

PART C CREDIT CARD PURCHASE

To purchase publication by credit card, complete the following:

METHOD OF PAYMENT <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	ACCOUNT NUMBER	EXPIRATION DATE OF CARD
AMOUNT AUTHORIZED	SIGNATURE OF CARDHOLDER	DATE
	PRINTED NAME OF CARDHOLDER	TELEPHONE NUMBER

Depositing trust funds

Continued from page 3

The handling of escrow trust funds in particular is further interpreted/discussed in the Commissioner's Regulations 2832(e) and 2950(f). Specifically, if you handle escrow trust funds through your trust account, said funds must be **deposited no later than the next business day** following receipt of the funds by you (the broker), or by your salesperson(s).

While Regulation 2832(a) allows three business days to deposit trust funds into a trust account, Regulation 2832(e) and Regulation 2950(f) requires that escrow trust funds be deposited "not later than the next business day following receipt of the funds by the broker or by the broker's salesperson."

If you handle escrow trust funds through your trust account, the funds must be deposited no later than the next business day.

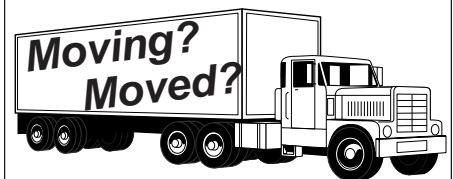
Regulation 2950 lists specific acts in the handling of an escrow by a real estate broker exempted from the provisions of the Escrow Law which are prohibited and may be considered grounds for disciplinary action. One of the prohibited acts under Regulation

2950(f) is "failing to deposit all money received as an escrow agent and as part of an escrow transaction in a bank, trust account, or escrow account on or be-

fore the close of the next full working day after receipt thereof."

As you well know, escrow transactions often involve the handling of very large sums of money belonging to others and for which you have a fiduciary duty to handle properly and in accor-

dance with the Laws and Regulations. In the final analysis, it is you, the broker who is ultimately responsible for the proper handling of those escrow funds, so make certain that your escrow trust funds are being deposited timely...not later than one business day after receipt! 🏠



If yes, please change your license mailing address. Use the eLicensing online system at www.dre.ca.gov to make the change or submit the appropriate "change" form: RE 214 for salespersons; RE 204 for brokers; RE 204A for corporations.