COURSE OUTLINE
SUPERVISION
BROKERS, BRANCH OFFICE MANAGERS, TEAM LEADERS

I. Introduction

II. Supervision Course Requirement

a. Every 2 years for brokers, branch office managers, team leads
    i. Within in 90 days of initially reaching each of the above positions
        1. Reminder about Team Lead notification requirements
b. COMAR 09.11.05.03 B. Factors to be considered in determining whether supervision is reasonable and adequate.

III. Independent Contractors and Supervision

a. 17-320 (c) (1) A real estate broker shall exercise reasonable and adequate supervision over the provision of real estate brokerage services by any other individual, including an independent contractor, on behalf of the broker.
b. Federal tax rule vs. Brokers Act supervision requirements
c. Policy & Procedures Manual

IV. Supervision Generally

a. Supervision Levels
    i. Team Lead 17-545
    ii. Branch Office Manager 17-320(d)
    iii. Broker 17-320(c)
b. Lapses (as seen most frequently by MREC)
    i. Property management
    ii. Unlicensed assistants/employees
    iii. Open houses
    iv. Conflict of interest disclosures
    v. Licensee relationship disclosures, and
    vi. Others
c. Suggested Training Topics
d. Enforcement
    i. 17-322 (b)(27) & (34) and 17-545

V. Teams and Supervision

a. Define team
b. Team Lead
c. Advertising by Team
d. Dual Agency & Teams
e. Location

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VI. Advertising and Supervision

a. Definitions
b. Social Media
c. Requirements

VII. Document Review and Supervision

a. Define who supervises documents review
b. Lapses (as seen most frequently by MREC)
    i. Deposit releases
    ii. 30-day letters (BOP Broker Act 17-505)
    iii. 10-day release per Buyer contingency (Real Property Article 10-803)
    iv. Others
c. Commission forms

VIII. Licensee Rehabs & Resales and Supervision

a. Lapses (as seen most frequently by MREC)
    i. Lack of knowledge as excuse
    ii. Silent partners
    iii. Verbal agreements
    iv. LLC owned vs. individually owned,
    v. Others
b. Suggested precautions

IX. Assisting the Commission and Supervision

a. 09.11.02.01 C. The licensee shall protect the public against fraud, misrepresentation, or unethical practices in the real estate field. The licensee shall endeavor to eliminate in the community any practices which could be damaging to the public or to the dignity and integrity of the real estate profession. The licensee shall assist the commission charged with regulating the practices of brokers, associate brokers, and salespersons in this State.
b. File retention requirements

X. Conclusion and Thanks

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