

Dear Managing Broker,

Your office has been selected by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, to conduct an examination of your business. The purpose of the examination is to ensure compliance with the Real Estate License Act of 2000.

The examination includes a review of the following:

- Office signage
- Proper licensing (this includes a review of all corporate papers – e.g., Articles of Incorporation/Letter of Authority; assumed name application; names of all shareholders and officers; last annual report filed with the Secretary of State's office; etc.)
- Employment agreements (a review of licensed and unlicensed assistants, including the agreement between the sponsoring broker and managing broker, if applicable)
- Articles of Incorporation for those sponsored licensees who have formed their own corporation for indirect payment
- Listing and pending sales contracts
- Property management agreements
- Dual agency (if applicable)
- Escrow records and accounts (if applicable)
- Advertising

Your office examination has been scheduled for [**DAY, MONTH DATE, YEAR**]. I have been assigned to conduct the examination and plan to arrive at your office between [**HOURS**]. The examination should take approximately two hours. Please have all documents, records, and information pertaining to the areas listed above readily available for review.

If the above address is not your office location or should you have any questions, please contact me at 217-836-1502. Please direct all written correspondence to the **Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, 320 West Washington Street, Springfield, IL 62786**. Thank you for your cooperation in this matter.

Sincerely,

Roni Newhouse
Real Estate Professions Examiner