

2020 ACU Web Resources

1. The Division of Real Estate website.
 - a. <https://www.colorado.gov/dora/division-real-estate>
2. Sign Up for Division of Real Estate Updates.
 - a. <https://public.govdelivery.com/accounts/CODORA/subscriber/new>
3. Division of Real Estate Approved Contract and Forms - Including Redlines.
 - a. <https://www.colorado.gov/pacific/dora/node/95951#>
4. Rules Regarding Real Estate Brokers.
 - a. <https://www.colorado.gov/pacific/dora/node/96966>
 - b. <https://www.colorado.gov/pacific/dora/node/95946>
5. Position Statements Regarding Real Estate Brokers.
 - a. <https://www.colorado.gov/pacific/dora/node/96966>
6. Abridged 2020 Real Estate Manual.
 - a. <https://www.colorado.gov/pacific/dora/node/95946>
7. Records Retention Checklist.
 - a. <https://drive.google.com/file/d/0B1VD36mBqe1Ed1prc0FLTlZqaVU/view>
8. File a Complaint with the Division.
 - a. <https://apps.colorado.gov/dre/licensing/Activities/Complaint.aspx>
9. Division of Real Estate - Buyer Love Letter Advisory Video.
 - a. <https://www.youtube.com/watch?v=9rByACILkpw>
10. Colorado Civil Right Division - CCRD is a great resource for Fair Housing information.
 - a. <https://www.colorado.gov/pacific/dora/civil-rights>
11. Colorado Department of Local Affairs - Special (Metro) Districts, Manufactured Homes, and Affordable Housing Information.
 - a. <https://www.colorado.gov/pacific/dola>
12. CHFA- Rent and Income Limits and Section 8 Compliance.
 - a. <https://www.chfainfo.com/arh/asset/rent-income-limits>
 - b. <https://www.chfainfo.com/arh/section8>
13. Colorado Housing Connects.
 - a. www.ColoradoHousingConnects.org
14. Colorado Association of Realtors Legal Hotline Hot Topics.
 - a. <https://drive.google.com/open?id=1ZibxCnduOdWemaq2u5UPZ-Xsw9zFY5Rz>
15. Colorado General Assembly.
 - a. <https://leg.colorado.gov/>

Tips when dealing with the Division of Real Estate Licensing Division

1. Reinstatement Warning (Renew on Time)
 - A reinstated license is only good to December 31st of the year of reinstatement.
 - Reinstating licensees pay 1.5 to 2 times the base renewal amount for a license cycle that could be as short as 2 months.

- Every licensee should check the expiration date of their license either by logging into their e-license account or through our online search to confirm expiration date and to put a reminder in their calendars to renew 31 days prior to expiration date.
- The Division is now sending out a minimum of 2 renewal notices via email, however many messages are getting marked as spam. Please add "no-reply@www.colorado.gov" to your accepted contacts to make sure you receive renewal notice.

2. E&O Insurance (Renew On Time)

- Don't let your insurance expire! Most policies expire on January 1st of each year.
- We allow for 30 days after policy expiration to renew an insurance policy. Policies that expire on January 1st of a given year must be renewed on or before January 31st of that year.
- Failure to renew will result in license inactivation. Failure of a *responsible broker* to renew will inactivate the responsible broker, the licensed entity and any associate brokers hung under that company record.
- NEW licensees who received their license later in the year should be aware of the January 1st expiration date. We see a lot of these newer licensees fail to renew on time, especially those who purchased a policy later in the year.
- If you are a responsible broker, please make sure your associates are renewing their policies.

3. Initial License Cycles (shortened cycles, end of year grace)

- All new real estate broker licenses will expire on December 31 of the year of issue.
- Licenses issued on or after November 15th of each year will roll out to December 31 of the subsequent year.
- Both scenarios require no CE until after their first renewal. We would still encourage new licensees to take a commission update course that first year, even though it's not required.
- The Division is working on a solution to making license issuance equitable (i.e. through either initial license fee pro-ratio or first renewal pro-ratio).

4. E-License

- When setting up your account, please be sure to select security questions that actually apply to you. The security questions are presented in a drop down menu for selection. Don't go with the default selection if that scenario doesn't apply. For example, don't select "The name of my first grandchild" if you have no grandchildren.
- Licensees often select a brand new license application when they are attempting to upgrade their license level. If you do, there is an additional fee to upgrade your license instead of the smaller correct fee. The upgrade application is under the "Change License Level" link, not "Create/Continue Application for NEW License".

- Please read every instruction page carefully. We provide detailed instructions on the first section (or two) of every application to let you know if you've selected an application you didn't mean to select. This will help you avoid situations like the one described in bullet point 2.
- In an attempt to assist renewing licensees, we have added your E-license User ID to your renewal notice. This will allow licensees to use the "Forget Password" link to reset your password without having to call the Division for assistance. This only works if you know the answers to your security questions. Please see bullet point 1.

5. Licensees are routinely using the WRONG web address when trying to access the eLicense system. Please save and use the address below for ALL real estate license related requests.

- **Correct Address: <https://apps.colorado.gov/dre/licensing/>**
 - i. **BROKERS: Please keep track of your eLicense login name and password!**
- Incorrect Address: <https://apps.colorado.gov/DORA/licensing/>