

Chapter REB 10

BRANCH OFFICE

REB 10.01 Branch office

History: Chapter REB 10 as it existed on April 30, 1972 was repealed and a new chapter REB 10 was created, Register, April, 1972, No. 196, effective May 1, 1972.

REB 10.01 Branch office. (1) **DEFINITION.** If a broker maintains more than one office, then one office shall be designated as the main office and each additional office shall constitute a branch office. If a real estate broker uses his home telephone number in advertising he is not required to indicate that it is a home telephone number, nor is he required to have a branch office license for said home. If a real estate broker maintains a regular office, his home shall not be considered a branch office.

(2) **WHAT CONSTITUTES.** If a salesman performs any of the acts as outlined in s. 452.01, Stats., from his home or any place other than the main office, then said home or other place shall constitute a branch office if:

(a) The salesman does not report in person at least 4 times per week and spend at least 95% of his office time at the broker's office; or

(b) The salesman or broker advertises property for sale listing the salesman's home address or telephone number (except if item (a) above is applicable); or

(c) The salesman maintains a sign on the outside of his residence indicating that he is engaged in the real estate business; or

(d) The salesman's residence is located more than 40 miles from the broker's office.

(e) A temporary structure established for the sale of subdivisions which structure is located within 40 miles of the broker's main office shall not constitute a branch office.

(3) **SUPERVISION.** Each branch office shall be under the direct full time supervision of a licensed real estate broker who is also a licensed salesman of employer licensee.

(4) **RESIDENCE.** The broker-salesman who manages a branch office shall reside in the county in which the branch office is located.

(5) **EMPLOYER-BROKER RESPONSIBILITY.** The employer-broker shall be responsible for the acts and conduct of all employes of the branch office including the broker-salesman who is supervisor of the branch office.

(6) **CHAIN OF RESPONSIBILITY.** The employes of the branch office shall be directly answerable to the supervising broker-salesman, who shall, in turn, be directly answerable to the employing broker.

(7) **NOTIFICATION TO BOARD.** The employing broker shall at all times notify the board of the location and address of each branch office which he operates and the name of the broker-salesman who supervises said office.

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(8) **NOTIFICATION TO BOARD OF CHANGE.** It shall be the responsibility of the broker-employer to notify the board in writing of any change of address of a branch office or change of supervisor of said office, within 10 days after said change.

(9) **NOTIFICATION TO BOARD OF SALESPERSONS.** The broker-employer shall notify the board in writing of the names of all salesmen who work out of a branch office.

(10) **ADDITIONAL OFFICE.** Every additional office or place of business other than the principal place of business of a broker, shall be licensed only with the approval of the board and only after the broker has given satisfactory proof that this additional office shall be under the supervision of a duly authorized broker-salesman employee.

(11) **APPLICATION.** The broker desiring to open a branch office shall file with the board an application for branch office license on forms to be furnished by the board.

(12) **POSTING LICENSE.** The broker shall post in said branch office, in a conspicuous place available to the public, the aforementioned branch office license.

(13) **BRANCH OFFICE RULES.** The broker shall place in a conspicuous place available to the employes, a statement of the rules under which said branch office and its employes shall operate.

(14) **SALESPERSON.** Transfer, termination and replacement of salesman shall be in the name of and handled by the employing broker.

(15) **SIGNS.** The branch office shall display the conspicuous signs within and without the establishment as required by s. 100.18 (5), Stats.

(16) **VIOLATIONS.** Failure of the broker to follow the rules set forth in this section shall constitute grounds for revocation or suspension of his license under s. 452.10 (2), Stats.

History: Cr. Register, April, 1972, No. 196, eff. 5-1-72.