REAL ESTATE COMMISSION EDUCATIONAL PROGRAMS/PUBLICATIONS

- Residential Square Footage Guidelines. How to measure, calculate and report the living area of residential buildings.
- Real Estate Licensing in North Carolina. Free booklet containing information on real estate licensing.
- Question and Answer brochures addressing topics affecting real estate brokers and consumers. (English and Spanish versions)
- Fair Housing, Renting Residential Real Estate, Tenant Security Deposits; (English only) Condoms and Townhouses, Home Inspections, Purchasing Coastal Real Estate in North Carolina, Residential Subdivisions and Planned Communities, Earnest Money Deposits, Real Estate Closings, Offer and Acceptance, Owning Vacation Rental Property and N.C. Military Personnel Residential Lease Termination.
- Residential Property and Owners' Association Disclosure Statement. A form required for use by owners of residential real estate to disclose the condition of their property to prospective purchasers.
- Mineral and Oil and Gas Rights Disclosure Statement. A form required for use by owners of residential real estate to disclose transfers of various surface and subsurface rights.
- Working with Real Estate Agents. Brochure required for use in all real estate sales transactions describing the various roles of real estate brokers (English and Spanish).
- Real Estate Bulletin. Newsletter distributed three times each year to North Carolina real estate brokers.
- North Carolina Real Estate Agent Safety Guide. This booklet contains dozens of tips for real estate brokers to promote safety in business practice and procedure.
EDUCATION AND LICENSING DIVISION

Function:
1. Administering and monitoring prelicensing and postlicensing education program.
2. Processing applications for real estate licenses.
3. Administering real estate license examination program.
5. Overseeing annual license renewal.
6. Administering and monitoring continuing education program.
7. Teaching Broker-in-Charge courses.

REGULATORY AFFAIRS

Function:
1. Conducting inquiries and investigations of consumer and other complaints against real estate brokers and time share projects.
2. Examining trust accounts of real estate brokers and time share projects.
3. Prosecuting charges against licensees at hearings before the Real Estate Commission.
4. Providing legal counsel to the Real Estate Commission.
5. Coordinating the rulemaking process.
6. Registering time share projects and regulating time share sales.
7. Teaching trust account and Issues and Answers courses.
8. Providing information to licensees and consumers concerning the Real Estate License Law and Commission rules.

WEBSITE

The Commission website, www.ncrec.gov, provides information for real estate brokers, consumers and applicants for licensure. It is organized into the following sections:

- **Home**: provides links to those areas of the site most frequently accessed: License Law/rules, broker login pages, broker and firm searches, and “What’s New.”
- **Licensing**: FAQs, broker and firm login, apply for a license, request application, restate a license, licensure certification, broker searches.
- **Education**: FAQs, schools, course registration, continuing education, prelicensing, postlicensing.
- **Commission**: about, Commission members, mission and goals, meeting schedule and news.
- **Publications**: Real Estate Bulletin archives, publication order forms, broker education topics, property management resources.

Internet Addresses – Divisions/Sections

- **Executive** .......................................................... exec@ncrec.gov
- **Administration** ............................................. admin@ncrec.gov
- **Education & Licensing** ............................... edca@ncrec.gov
- **Regulatory Affairs** .................................. RAff@ncrec.gov
- **Information Services** ................................. Info@ncrec.gov
- **Publications** .................................................. publications@ncrec.gov
- **Website** .......................................................... www.ncrec.gov

*The Real Estate Commission is not authorized to give legal advice or answer questions on legal subjects other than the North Carolina Real Estate License Law or rules promulgated by the Real Estate Commission.

INFORMATION DIRECTORY • 919/875-3700

You will receive more immediate service if you use this directory when calling the Commission. If you are telephoning to request a real estate license, to obtain an application for a real estate license, to reinstate an application, to obtain a Time Share License, or to contact an examiner of record, you may access the section or division shown in the “Access Code” column by entering the number shown parenthetically ( ).

Subject Access Codes

- Application form requests ........................................... Receptionist (9)
- Real estate license renewals, record changes, continuing education credits and postlicensing credits ................... Information Services (2)
- Complaints and legal matters*  
  (Consumer complaints/inquiries, pending cases/hearings) ......... Regulatory Affairs Division (3)
- Education matters ................................................. Education and Licensing (4)
- Real estate license qualifications examinations, firm licensing and reinstatement ......................... Education and Licensing (5)
- Accounting .................................................................. Executive Division (8)
- Administration, personnel matters, and information technology ........................................... Administration (9)
- Other matters ........................................................... Receptionist (9)

NORTH CAROLINA REAL ESTATE COMMISSION

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Phone: 919/875-3700 • Website: www.ncrec.gov

Directions to North Carolina Real Estate Commission Office

This pamphlet has been prepared and is distributed without charge to real estate licensees, consumers and interested persons for the purpose of promoting a better understanding of the functions, programs and organization of the North Carolina Real Estate Commission.

Scan the code below to access the Commission website from your mobile devices.

5,000 copies of this public document were printed at a cost of $1,000.00 per copy.

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