

Appendix A

STATE OF NEBRASKA, NEBRASKA REAL ESTATE COMMISSION

NREC -IFMC DATABASE FUNCTIONALITY

STRUCTURE

Monica Rut

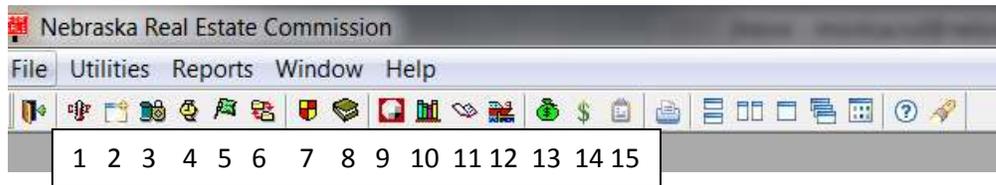
10/1/2015

Contents

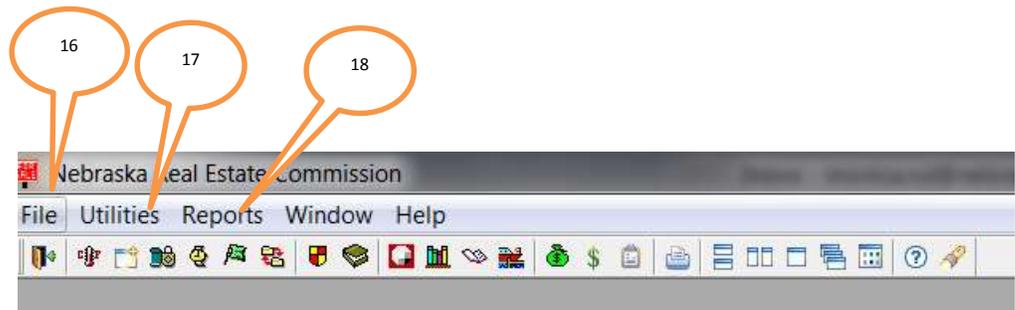
STRUCTURE.....	3
1. Licensee Information Screen.....	4
a. Sub-Sections.....	4
b. License Information Screen.....	5
c. Sub-Sections.....	7
2. Issue New Licenses.....	25
3. Trust Accounts.....	25
4. Renewal Entry.....	26
5. Certifications.....	28
6. Group Transfers.....	29
7. Complaint Information.....	30
8. NE State Code.....	36
9. Institution Information.....	36
10. Educator Information.....	37
11. Course Information.....	40
12. Import Exams.....	41
13. Deposit Information.....	42
14. Misc Income.....	44
15. Specialized Registrations.....	45
16. File Menu.....	47
17. Utilities Menu.....	48
a. Modify DDLB.....	48
18. Reports Menu.....	68
a. Renewal Process Reports.....	69
b. Initial Licensure Reports.....	70
c. Complaint System Reports.....	71
d. Education Reports.....	72
e. Deposit Reports.....	73
f. Transfer Reports.....	74
g. Trust Accounting Reports.....	75
h. Examinations.....	76
i. E & O Insurance.....	77
j. Ended Process Report.....	77
k. Print Pocket Cards.....	78

l.	Letters	79
m.	Practitioner Cross Index	83
n.	Practitioner List by City	84
o.	Practitioner Newly Licensed.....	84
p.	Practitioner Labels	85
q.	Practitioner with No CE.....	85
r.	Practitioner for Labels Export	85
s.	Institution Labels.....	86
t.	Practitioner in Name Sequence	86
u.	Nebraska Mailings.....	86
v.	Mailings in Zip Code Order.....	87
w.	Brokers with Employees.....	87
x.	Brokers DBA in Name Sequence	88
y.	Associated Broker List	88
z.	Self-Employed Broker List	89
aa.	Renewed – Inactive.....	89
bb.	Original Issue Date Selection	90
cc.	Status Report by Expiration Date.....	90
dd.	Licensee Verification List.....	91
ee.	Labels for Practitioner Certifications	91
ff.	Data Research/Vital Statistics	92
gg.	Monthly Statistical Report	92
hh.	Specialized Registrations.....	93

STRUCTURE



1. Licensees
2. Issue New Licenses
3. Trust Accounts
4. Renewal Entry
5. Certifications
6. Group Transfers
7. Complaint Information
8. NE State Code
9. Institution Information
10. Educator Information
11. Course Information
12. Import Exams
13. Deposit Information
14. Misc Income
15. Specialized Registration
16. File Menu
17. Utilities Menu
18. Reports Menu



1. Licensee Information Screen

a. Sub-Sections

- i. Close
- ii. Insert
- iii. Save
- iv. Delete
- v. Arrows to previous or next records
- vi. Enter Criteria
- vii. Retrieve Query
- viii. Sort
- ix. License Information**
 1. Insert
 2. Save
 3. Delete
 4. Arrows to previous or next records
 5. Sort
 6. Transfer Checklist
 7. Application Checklist
 8. Trust Accounting
 9. License Fees History
 10. Letter History
 11. Renewal Continuing Education
 12. License History Information
 13. Branch Information
 14. Partners/Officers
 15. Employing Broker
 16. Mark Record to Print Pocket Card
 17. Mark Record to Print Wall License
- x. AKA (Aliases)
- xi. Licensee Comments
- xii. Licenses in Other States
- xiii. Broker Employees
- xiv. Self-Report Information
- xv. Public Complaint Information
 1. Public Complaint Action
 2. Public Complaint Code Reference
- xvi. E and O Insurance
- xvii. Designated Broker Information
- xviii. Labels
- xix. Save-As

b. License Information Screen

- i. Fields which are editable (most fields are searchable)
 1. Name – Last, First, Middle, Suffix
 2. Social Security Number
 3. Email address
 4. Sex – Male or Female
 5. Ethnicity
 6. Birth Place
 7. Date of Birth, Date of Death
 8. Contact address option – Home, Work or Other
- ii. Field which are viewable only from this screen (most fields are searchable)
 1. Employing Broker Information (if applicable)
 2. Designated Broker Information (if applicable)
 3. License Number
 4. Original Issue Date
 5. Expiration Date
 6. Profession
 7. License Status
 8. Lapse Date
 9. Withdrawn Date
 10. Reinstatement Date

Query Mode - Licensee Information

Last First Mid: [] [] [] Birth Place: []

Suffix: [] Male Female DoB: [] DoD: []

SSN: [] Contact at: []

Ethnic: []

E-Mail: []

Employing Broker:

Broker Information:

Home **Work** **Other**

Addr: [] [] []

City: []

State: [] Zip: []

County: []

Country: []

Phone: [] []

Fax: [] []

License Information

License No: []

Orig Issue: []

Expiration: []

Profession: []

License Status: []

Lapse: []

Withdrawn: []

Reinstatement: []

0930253: Leisey, Vincent W - Licensee Information

Last First Mid: Leisey Vincent W Birth Place: St. Joseph, MO

Suffix: Male Female DoB: DoD: 00/00/0000

SSN: Contact at: Work

Ethnic: Home Work Other

E-Mail: vince.leisey@pruden

Employing Broker:

Broker Information:
Ambassador Real Estate Company
**The Prudential Ambassador Real

Addr: 13340 California St
City: Omaha
State: Nebraska Zip: 681540000
County: Lancaster
Country:
Phone: (402) 496-9354 () -
Fax: () -

License Information

License No: 0930253
Orig Issue: 05/04/1993
Expiration: 12/31/2013
Profession: Broker
License Status: Active
Lapse: 00/00/0000
Withdrawn: 00/00/0000
Reinstatement: 00/00/0000

0780303: Rut, William Eugene - Licensee Information

Last First Mid: Rut William Eugene Birth Place:

Suffix: Male Female DoB: 00/00/0000 DoD: 00/00/0000

SSN: Contact at: Work

Ethnic: Home Work Other

E-Mail: ruts@rutauction.com

Employing Broker:
Meyer, Anita K
Home & Country, L. L. C.
133 Maple Street
Friend, NE 68359

Broker Information:

Addr: 133 Maple Street
City: Friend
State: Nebraska Zip: 683590000
County: Saline
Country: USA
Phone: (402) 947-2301 () -
Fax: (402) 947-2301

License Information

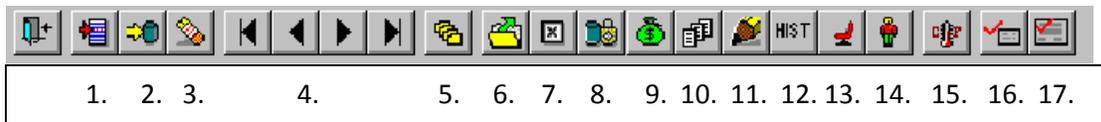
License No: 0780303
Orig Issue: 03/23/1978
Expiration: 12/31/2013
Profession: Salesperson
License Status: Active
Lapse: 00/00/0000
Withdrawn: 00/00/0000
Reinstatement: 00/00/0000

c. Sub-Sections



i. Through viii. have no screen shots

ix. License Information Screens



i. MAIN LICENSE INFORMATION SCREEN:

1. Fields which are editable (fields are not searchable)
 - a. Profession
 - b. High School Educ
 - c. License Type
 - d. Trust Account Required
 - e. Broker Type – Entity Type
 - f. Entity Information
2. Fields which are viewable only (fields are not searchable)
 - a. License Number
 - b. License Status
 - c. Pocket Card #
 - d. Original Issue Date
 - e. Issue Date
 - f. Expiration Date
 - g. Status Changed Date
 - h. Application Received date
 - i. Continuing Education Met Date
 - j. Continuing Education Hours on Record for current Education Period
 - k. Renewal Sent Date
 - l. Suspend Notice Date
 - m. Reinstatement Date
 - n. Renewal Approved Date

20120187: Rut, Aris - License Information

License No:	20120187	Book:	
Profession:	Broker	Page:	
License Status:	Active	License Fee Paid:	415.00
Pocket Card #:	123871	License Fee:	130.00
High School Educ:		License Type:	Self Employed
Original Issue:	10/18/2012	Trust Account Required:	<input type="checkbox"/>
Issue Date:	10/18/2012	E & O Expire Warning:	00/00/0000
Expiration Date:	12/31/2012		
Status Changed:	10/18/2012		
Appl Received:	07/30/2012		
Con. Ed. Met:	00/00/0000		
CE Hours:	0		
Renewal Sent:	00/00/0000		
Suspend Notice:	00/00/0000		
Reinstatement:	00/00/0000		
Renewal Approved:	10/18/2012		

Broker Information

Broker Type: _____

Trade Name: _____

1. Through 5. have no screen shots

6. Transfer Checklist

- a. This screen will transfer a licensee based on which type of transfer is selected, when record is saved, the licensee screen, license information screen, and if applicable, the designated broker employee screens will reflect the transfer screen.
- b. This screen captures the from broker and to broker (if applicable)
- c. The Fee information such as date, amount, payment type, Payment number
- d. This screen provides a checklist of items needed depending on which type of transfer is selected and will not be approved until all checklist items have been received.
- e. Once this record is saved, a receipt number is given to this record and reflected on the deposit reports and on the licensee information screen.

Rut, William Eugene - Transfer Checklist

Profession: Salesperson Items Remaining: 0 Group: Status: **Approved**
 Transfer Type: **Broker to Broker** Comments:
 From Broker: Kobza, Janice C
 To Broker: Clouse, Keith E

Transfer Dates	Transfer Fee	Pocket Card Dates
Request Received: 06/25/1999	Receipt Number:	Received: 00/00/0000
Fee Received: 06/25/1999	Transfer Fee: 25.00	First Request: 07/21/1999
Transfer Completed: 06/25/1999	Payment Type: Check	Second Request: 00/00/0000
Returned: 00/00/0000	Check Number: 8738	Third Request: 00/00/0000
Transfer Letter: 07/21/1999	Amount Received: 25.00	Fourth Request: 00/00/0000

OK	Notes	Received	Transfer Check List
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00/00/0000	Transfer Fee
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00/00/0000	Employing Broker Letter to Employ
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00/00/0000	Request to Transfer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00/00/0000	Errors & Omissions Insurance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00/00/0000	Continuing Education Current
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00/00/0000	Pocket Card
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00/00/0000	Wall Certificate or Notification to Prior Broker
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00/00/0000	Lost Pocket Card Affidavit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00/00/0000	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	00/00/0000	Lost Wall License Affidavit

7. Application Checklist

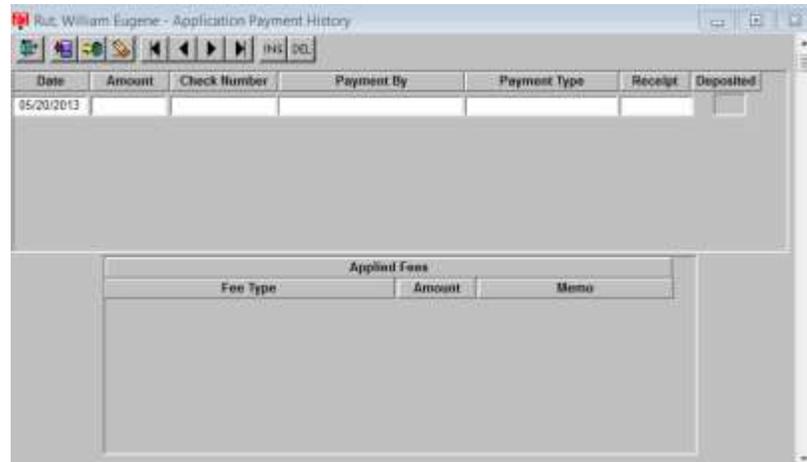
- a. When a new application is received, the information in within these screens are updated and flow to this front screen and also into the license and licensee information screens.
 - i. Fields which are editable on this screen are:
 - 1. Type of application process – examination or reciprocal
 - 2. Status of application – by choosing missing items – a letter is produced
 - 3. Checklist items – unless all items are checked – examination is not allowed

b. Application Letter Dates

This screen was designed to track applicant letters, however, only the Exam Approval Letter and Missing Items Letter fill in as I don't believe the other letters exist.

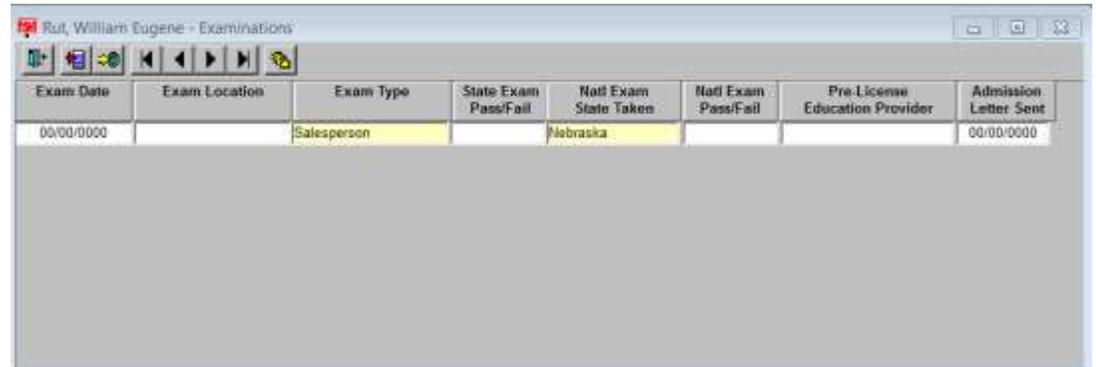
c. **Application Payment History**

This screen is where all payments regarding applications need to be entered otherwise the system will not approve the next step in the application process.

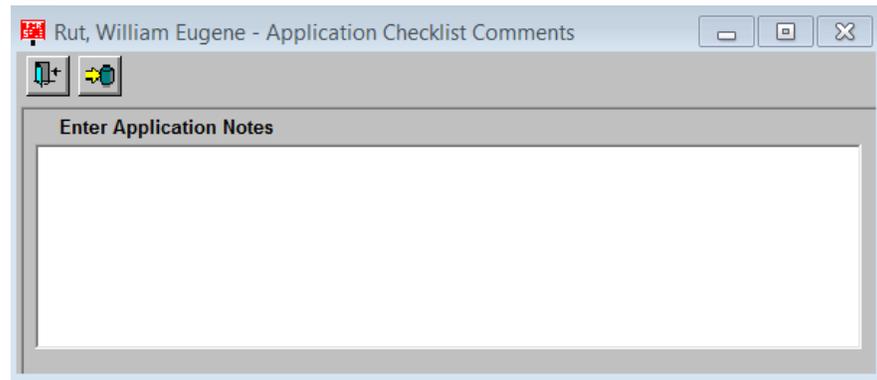


d. **Application Examinations**

The examinations are logged into this screen to track the progress of the licensee. If there is no data entered for resident applicants, the system will not approve the next step.

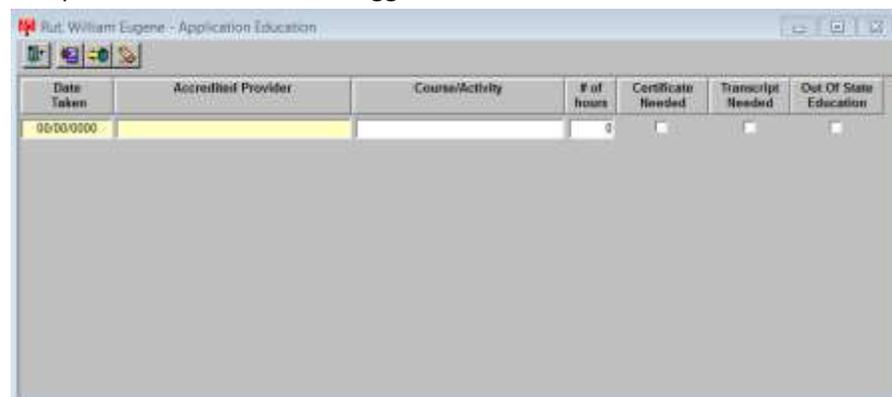


e. **Application Notes**



f. **Application Education**

The pre-license education is logged into this screen for both residents and nonresidents.





- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

8. Trust Accounting

The Financial Institution information is entered into this screen to track the accounts and audits performed, as well as produce reports. A trust account is required to be entered for all designated brokers. All fields are editable.

Leisey, Vincent W - Trust Accounting

Name:

Address: Active Accounts:

Address2:

City/State/Zip: Nebraska -

Phone #: () - Phone # 2: () -

County: Original Exam Date:

Account Number	Date Opened	Date Closed	Exam Date
<input type="text"/>	00/00/0000	00/00/0000	00/00/0000

9. License Fees History

This screen is typically populated by the processes within the Licensee Information, or renewal screen but can be manually entered if necessary. Each fee type entered below is associated with an accounting code which is filtered and displayed in the deposit information reports.

Leisey, Vincent W - License Fees History

Date	Amount	Check Number	Payment By	Payment Type	Receipt	Deposited
12/03/2009	115.00	111888	prudential	Check	104473	
12/02/2010	115.00	04861C-046	self	Credit Card	113633	
12/22/2011	285.00	04766c-001	self	Credit Card	123103	
07/12/2012	230.00	564565	Vince Leisey	Credit Card	n/a	
07/12/2012	230.00	564565	Vince Leisey	Credit Card	123908	

Applied Fees		
Fee Type	Amount	Memo
Renewal	260.00	
Late Renewal	25.00	
Total of Fees:		285.00
Remainder:		0.00
Payment Total:		285.00

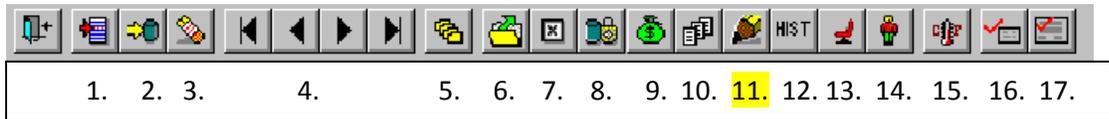


1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17.

10. Letter History

Tracks all letters which were produced for the licensee.

| Letter Type | Letter Sent | Sent By |
|---|-------------|---------|
| Renewal Form | 09/28/1999 | FINANCE |
| Closed Trust Account | 05/11/2000 | EDEFNF |
| Closed Trust Account | 06/14/2000 | LICTSF |
| Renewal Form | 08/21/2000 | EDEFNF |
| Self_Employed Broker - Transfer Completed | 06/01/2001 | LICTSF |
| Business Name Change | 06/20/2001 | |
| Business Name Change | 06/20/2001 | |
| Business Name Change | 06/20/2001 | |
| Self_Employed Broker - Transfer Completed | 07/05/2001 | LICTSF |
| Transfer Completion Letter | 07/16/2001 | LICTSF |
| Self_Employed Broker - Transfer Completed | 08/16/2001 | LICTSF |
| Renewal Form | 08/27/2001 | EXAM0 |
| Self_Employed Broker - Transfer Completed | 10/02/2001 | LICTSF |
| Self_Employed Broker - Transfer Completed | 11/05/2001 | LICTSF |
| Renewal Form | 11/15/2001 | LICTSF |
| Self_Employed Broker - Transfer Completed | 12/10/2001 | LICTSF |
| Self_Employed Broker - Transfer Completed | 01/10/2002 | LICTSF |
| Self_Employed Broker - Transfer Completed | 02/12/2002 | LICTSF |
| Self_Employed Broker - Transfer Completed | 03/21/2002 | LICTSF |
| Self_Employed Broker - Transfer Completed | 04/22/2002 | LICTSF |
| Self_Employed Broker - Transfer Completed | 05/24/2002 | LICTSF |
| Self_Employed Broker - Transfer Completed | 06/27/2002 | LICTSF |
| Self_Employed Broker - Transfer Completed | 07/29/2002 | finance |
| Self_Employed Broker - Transfer Completed | 09/10/2002 | LicTsf |
| Renewal Form | 09/16/2002 | EXTRA |
| Self_Employed Broker - Transfer Completed | 10/18/2002 | LicTsf |
| Self_Employed Broker - Transfer Completed | 12/05/2002 | LicTsf |
| Self_Employed Broker - Transfer Completed | 01/08/2003 | LicTsf |



11. Renewal Continuing Education

This screen is used to track continuing education taken by a licensee during each education period. Typically the data is imported through the Reports menu but data can be manually entered. If manually entered, the course/activity must be selected from a list of approved courses by the accredited provider. This screen will display an error message for duplicate courses taken and not allowed. The screen also calculates course hours and displays them on the licensee screen. Once the licensee has met the requirement, it also displays con ed met dat on the licensee screen or if not met, it will display the counted hours.

Leisey, Vincent W - Continuing Education

For renewal period 01/01/2012 Thru 12/31/2013

| Date Taken | Renewal Continuing Education Time Period | Accredited Provider | Course Nbr | Course / Activity | # of hours | Certificate Needed | Transcript Needed |
|-----------------------|--|-------------------------------|------------|-----------------------------------|------------|--------------------------|--------------------------|
| 11/17/1997 | 01/01/1996 12/31/1997 | Randall School of Real Estate | 0604RT | Nebraska License Law and Agen | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/17/1997 | 01/01/1996 12/31/1997 | Randall School of Real Estate | 0261RT | License Law & Disclosure (Cone | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/25/1999 | 01/01/1998 12/31/1999 | Randall School of Real Estate | 0319R | Trust Accounts | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/01/1999 | 01/01/1998 12/31/1999 | Randall School of Real Estate | 0604R | Nebraska License Law and Agen | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/08/1999 | 01/01/1998 12/31/1999 | Randall School of Real Estate | 0019R | Writing the Purchase Agreement | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/22/1999 | 01/01/1998 12/31/1999 | Randall School of Real Estate | 0023R | Radon and Real Estate - Reveali | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/04/2001 | 01/01/2000 12/31/2001 | Randall School of Real Estate | 0604R | Nebraska License Law and Agen | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/08/2001 | 01/01/2000 12/31/2001 | Randall School of Real Estate | 0319R | Trust Accounts | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/14/2001 | 01/01/2000 12/31/2001 | Randall School of Real Estate | 0641 | Tax Lien Certificates & Tax Deed | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/20/2001 | 01/01/2000 12/31/2001 | Randall School of Real Estate | 0366R | Agency in Nebraska | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/16/2003 | 01/01/2002 12/31/2003 | Randall School of Real Estate | 0366R | Agency in Nebraska | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/22/2003 | 01/01/2002 12/31/2003 | Randall School of Real Estate | 0630R | Ethical Decision Making in Real | 6.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/18/2003 | 01/01/2002 12/31/2003 | Randall School of Real Estate | 0604RT | Nebraska License Law and Agen | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/16/2005 | 01/01/2004 12/31/2005 | Randall School of Real Estate | 0366R | Agency in Nebraska (Correspond | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/16/2005 | 01/01/2004 12/31/2005 | Randall School of Real Estate | 0604RT | Nebraska License Law and Agen | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/29/2005 | 01/01/2004 12/31/2005 | Randall School of Real Estate | 0497R | Ethics and Real Estate (Corresp | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/29/2005 | 01/01/2004 12/31/2005 | Randall School of Real Estate | 0411R | Write it Right! Listing & Purchas | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 08/16/2007 | 01/01/2006 12/31/2007 | Randall School of Real Estate | 0630R | Ethical Decision Making in Real | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/08/2007 | 01/01/2006 12/31/2007 | Randall School of Real Estate | 0616 | Do's and Don'ts of Anti-trust and | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/19/2007 | 01/01/2006 12/31/2007 | Randall School of Real Estate | 0366R | Agency in Nebraska | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/29/2007 | 01/01/2006 12/31/2007 | Randall School of Real Estate | 0604RT | Nebraska License Law and Agen | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 07/08/2009 | 01/01/2008 12/31/2009 | Randall School of Real Estate | 0621 | Mortgages & the Foreclosure Pro | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 07/08/2009 | 01/01/2008 12/31/2009 | Randall School of Real Estate | 0366R | Agency in Nebraska | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/29/2009 | 01/01/2008 12/31/2009 | Randall School of Real Estate | 0672 | Power Open Houses | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11/30/2009 | 01/01/2008 12/31/2009 | Randall School of Real Estate | 0604RT | Nebraska License Law and Agen | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 12/12/2011 | 01/01/2010 12/31/2011 | Randall School of Real Estate | 0366R | Agency in Nebraska | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 12/12/2011 | 01/01/2010 12/31/2011 | Randall School of Real Estate | 0604RT | Nebraska License Law and Agen | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 12/12/2011 | 01/01/2010 12/31/2011 | Randall School of Real Estate | 0411R | Write it Right! Listing & Purchas | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 12/21/2011 | 01/01/2010 12/31/2011 | Randall School of Real Estate | 0337 | Real Estate Finance Today (Com | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| CE Hours this period: | | | | | 0.00 | | |



12. License History Information

a. License History

This screen will track the computer generated actions only.

Library, Vincent W - License History Information

| License No | Issue Date | Expiration Date | License Profession | Pocket Card # | Status | Status Changed | CBE Met | Inactive Cert Date | Renewal Test Date | 2nd E |
|------------|------------|-----------------|--------------------|---------------|-----------------|----------------|------------|--------------------|-------------------|-------|
| 8830253 | 01/8/2012 | 12/31/2013 | Broker-2 Years | 12343 | Active | 12/22/2011 | 00/00/0000 | 00/00/0000 | 00/00/0000 | |
| 8830253 | 01/8/2012 | 12/31/2013 | Broker-2 Years | 12343 | Active | 12/22/2011 | 00/00/0000 | 00/00/0000 | 00/00/0000 | |
| 8830253 | 8/10/2011 | 12/31/2011 | Broker-2 Years | 113633 | Renewal Sent/No | 08/28/2011 | 12/21/2011 | 00/00/0000 | 08/28/2011 | |
| 8830253 | 8/10/2011 | 12/31/2011 | Broker-2 Years | 113633 | Active | 12/02/2010 | 00/00/0000 | 00/00/0000 | 00/00/0000 | |
| 8830253 | 8/10/2011 | 12/31/2011 | Broker | 113633 | Active | 12/02/2010 | 00/00/0000 | 00/00/0000 | 00/00/0000 | |
| 8830253 | 01/8/2010 | 12/31/2010 | Broker | 184473 | Renewal Sent/No | 10/15/2010 | 00/00/0000 | 00/00/0000 | 10/15/2010 | |
| 8830253 | 01/8/2010 | 12/31/2010 | Broker | 184473 | Active | 12/03/2009 | 00/00/0000 | 00/00/0000 | 00/00/0000 | |

Library, Vincent W - License History Information

| 2nd Reminder Date | Suspend Notice Date | Lapse Notice Date | Withdrawn Date | Reinstatement Date | Lapse Date | Withdrawal Request | Cert/Score Sent | Orig Issue Date | Diploma |
|-------------------|---------------------|-------------------|----------------|--------------------|------------|--------------------|-----------------|-----------------|--------------------|
| 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 05/04/1993 00/00/0 |
| 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 05/04/1993 00/00/0 |
| 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 05/04/1993 00/00/0 |
| 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 05/04/1993 00/00/0 |
| 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 05/04/1993 00/00/0 |
| 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 05/04/1993 00/00/0 |
| 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 00/00/0000 | 05/04/1993 00/00/0 |

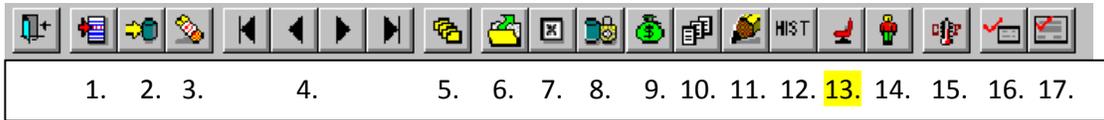
| Diploma Sent | Application Recvd | Page | Book | Date Updated | Updated By | License Fee | License Fee Paid |
|--------------|-------------------|------|------|-------------------|--------------|-------------|------------------|
| 00/00/0000 | 00/00/0000 | | | 01/24/12 06:50:09 | DBA | \$260.00 | \$285.00 |
| 00/00/0000 | 00/00/0000 | | | 12/22/11 14:16:52 | DBA | \$260.00 | \$285.00 |
| 00/00/0000 | 00/00/0000 | | | 12/22/11 13:38:18 | DBA | \$260.00 | \$0.00 |
| 00/00/0000 | 00/00/0000 | | | 08/30/11 14:59:23 | MONICA.RUT | \$115.00 | \$115.00 |
| 00/00/0000 | 00/00/0000 | | | 07/18/11 11:32:13 | MONICA.RUT | \$115.00 | \$115.00 |
| 00/00/0000 | 00/00/0000 | | | 12/02/10 15:31:35 | TAWNY.SNIDER | \$115.00 | \$0.00 |
| 00/00/0000 | 00/00/0000 | | | 10/15/10 09:50:56 | MONICA.RUT | \$115.00 | \$115.00 |

b. Broker History

This screen tracks which broker the licensee has been associated with and the corresponding dates.

Rut, William Eugene - License Broker History Information

| Employing Broker | Start Date | End Date | Date Updated | Updated By |
|------------------|------------|------------|---------------------|--------------|
| Meyer, Anita K | 01/25/2012 | 00/00/0000 | 01/25/2012 11:27:17 | tawny.snider |
| Clouse, Keith E | 06/25/1999 | 01/25/2006 | 01/25/2006 15:00:23 | tsnider |
| Meyer, Anita K | 01/25/2006 | 01/13/2012 | 01/13/2012 13:08:18 | DBA |
| Meyer, Anita K | 07/18/2011 | 01/13/2012 | 01/13/2012 13:08:18 | DBA |



13. Branch Information

The Branch Office Information is only accessible on designated brokers screens which have Branch Office licenses and only if that license is displayed on the previous screen.

Leisey, Vincent W - Broker Branch Information

Address: 105 N Randolph St
PO Box 312

City: Weeping Water State: Nebraska Zip: 68463-

County: Cass

Manager: Reuss, Diane Kay

Phone: (402) 267-4000 Fax: () -



14. Partners/Officers

This screen was to track the affiliates of entities, but has not been utilized by staff.

Leisey, Vincent W - Corporation Officers Information

Officer Name: Title: President

Address:

City: State: Zip:

Phone: () - Other Phone: () -

Fax: () -



15. Employing Broker

This selection will display the licensees designated broker's license screen in a separate window.



16. Mark Record to Print Pocket Card

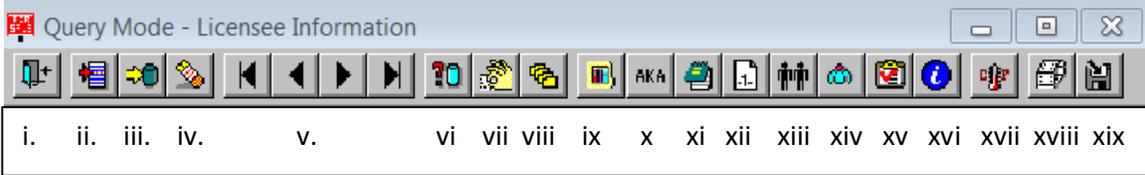
This screen will produce a duplicate receipt to be printed for any process.



17. Mark Record to Print Wall License

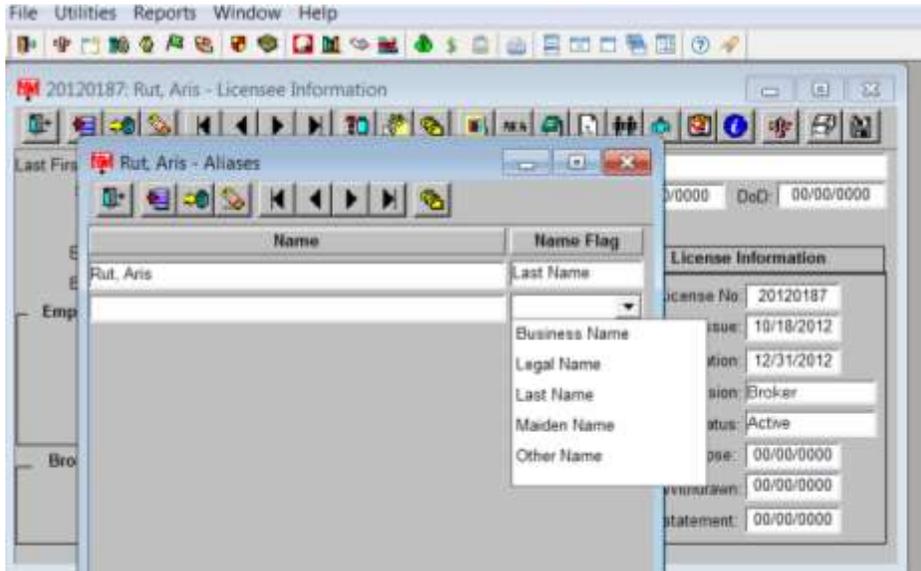
This screen will produce a duplicate receipt to be printed for any process.





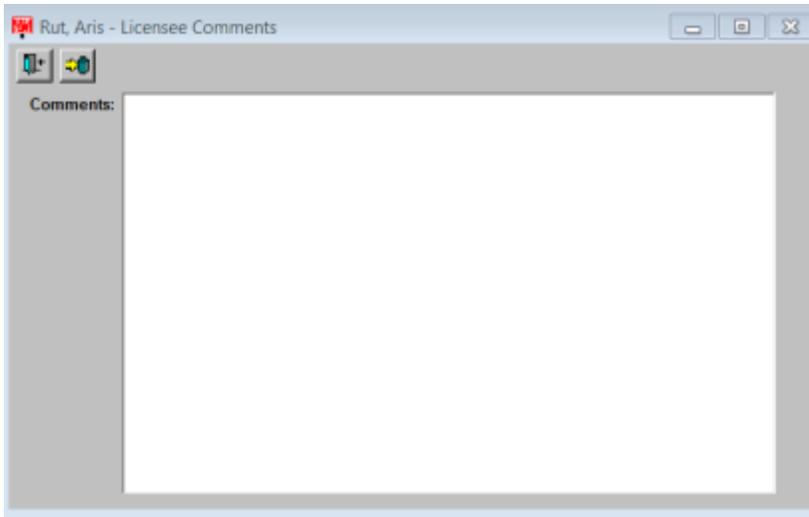
x. AKA (Aliases)

This screen tracks names that licensees have been known as, such as various last names, nick names, or business names. When a name is entered in this screen, it is also searchable on the Licensee Information Screen.



xi. Licensee Comments

You can type any comment regarding a licensee. This information is not transferred anywhere else in the system and shows no notification if information is entered in this screen.





xii. Licenses in Other States

Information is manually entered into this screen. If information is not entered in this screen for reciprocal applicants, the application screen will not let you select the reciprocal or no exam options. If this information is not completed for reciprocals, then they must provide continuing education to our office or they will not be renewable. In the certificate field, resident must be selected for the state they reside in.

| State | Profession | Certificate | Expiration Date | Present Status | Verification Received |
|-------|------------|-------------|-----------------|----------------|-----------------------|
| Iowa | Broker | | 00/00/0000 | | 00/00/0000 |



xiii. Broker Employees

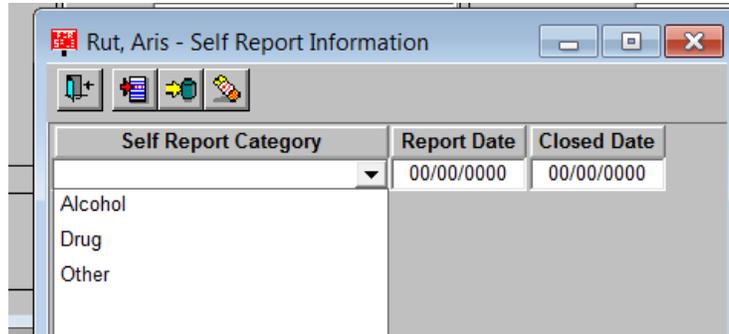
This will show a list of all licensees affiliated with a designated broker. If you choose to print this screen from the file menu, it will produce a structured report. You can also click on a licensee and bring up their licensee screen.

| Employees | Status | Address | Profession |
|-----------------------------|----------------------|---|-------------|
| Anderson, Carly Anne | Active | 13340 California St
Omaha, NE 68154 | Salesperson |
| Anderson, Cortney Jo | Active | 13340 California St
Omaha, NE 68154 | Salesperson |
| Auen, Russell Lewis | Renewal Sent/No Pymt | 8719 Brentwood Plaza, Apt. C05
LaVista, NE 68128 | Salesperson |
| Bane, Gregory Martin | Active | 13340 California St
Omaha, NE 68154 | Salesperson |
| Barnes, Julie Elizabeth | Active | 13340 California St
Omaha, NE 68154 | Salesperson |
| Bartusek, Todd S | Active | 13340 California St
Omaha, NE 68154 | Salesperson |
| Baumeister, Kevin D | Active | 13340 California St
Omaha, NE 68154 | Salesperson |
| Beaton, Christopher Michael | Active | 13340 California St | Salesperson |



xiv. Self-Report Information

This screen will provide staff to log criminal information that was reported from a licensee.



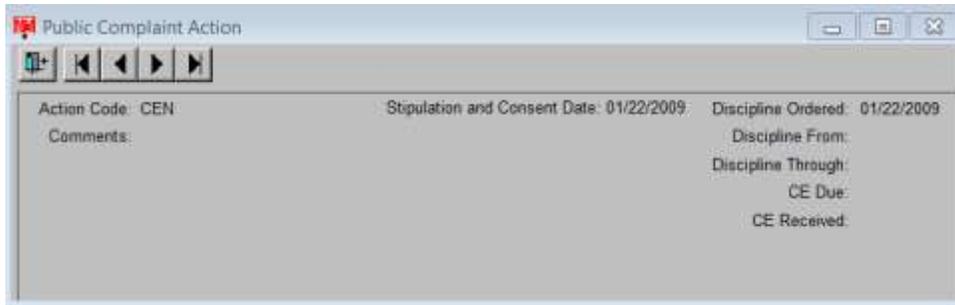
xv. Public Complaint Information

If this information has had a complaint filed against them since implantation of the database, the complaint information will be displayed and also show an icon on the licensee's Licensee Information screen so that it is visible that information is available by clicking on this icon.



1. Public Complaint Action

This information is pulled from Complaint if applicable.

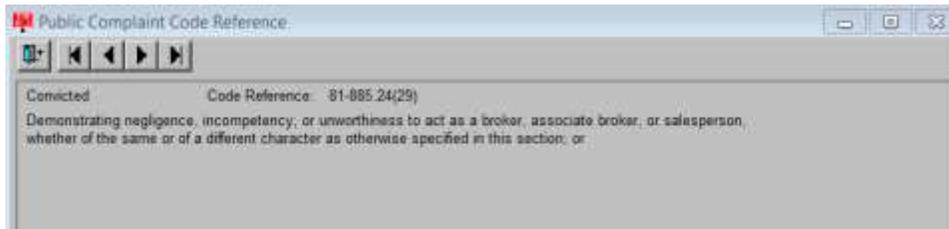


Public Complaint Action

Action Code: CEN Stipulation and Consent Date: 01/22/2009 Discipline Ordered: 01/22/2009
Comments: Discipline From:
Discipline Through:
CE Due:
CE Received:

2. Public Complaint Code Reference

This information is pulled from Complaint if applicable.



Public Complaint Code Reference:

Convicted Code Reference: 81-885.24(29)
Demonstrating negligence, incompetency, or unworthiness to act as a broker, associate broker, or salesperson, whether of the same or of a different character as otherwise specified in this section; or

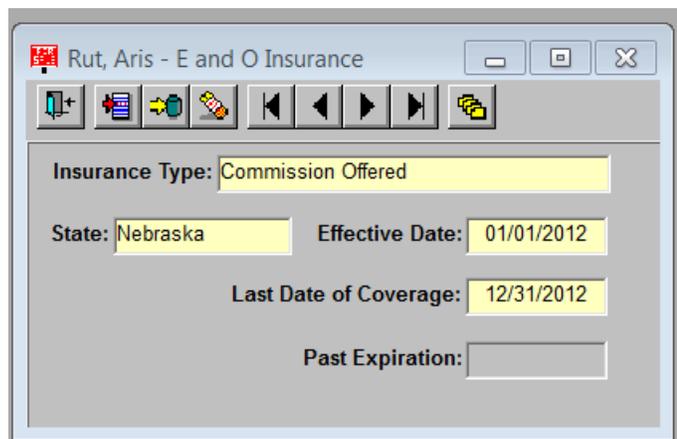


Query Mode - Licensee Information

i. ii. iii. iv. v. vi vii viii ix x xi xii xiii xiv xv **xvi** xvii xviii xix

xvi. E and O Insurance

This screen shows the current errors and omissions insurance information for the licensee. This information is typically imported using the Report function, however, it can be manually entered. The information on this screen also provides data to the Letters Selections and various Reports.



Rut, Aris - E and O Insurance

Insurance Type: Commission Offered

State: Nebraska Effective Date: 01/01/2012

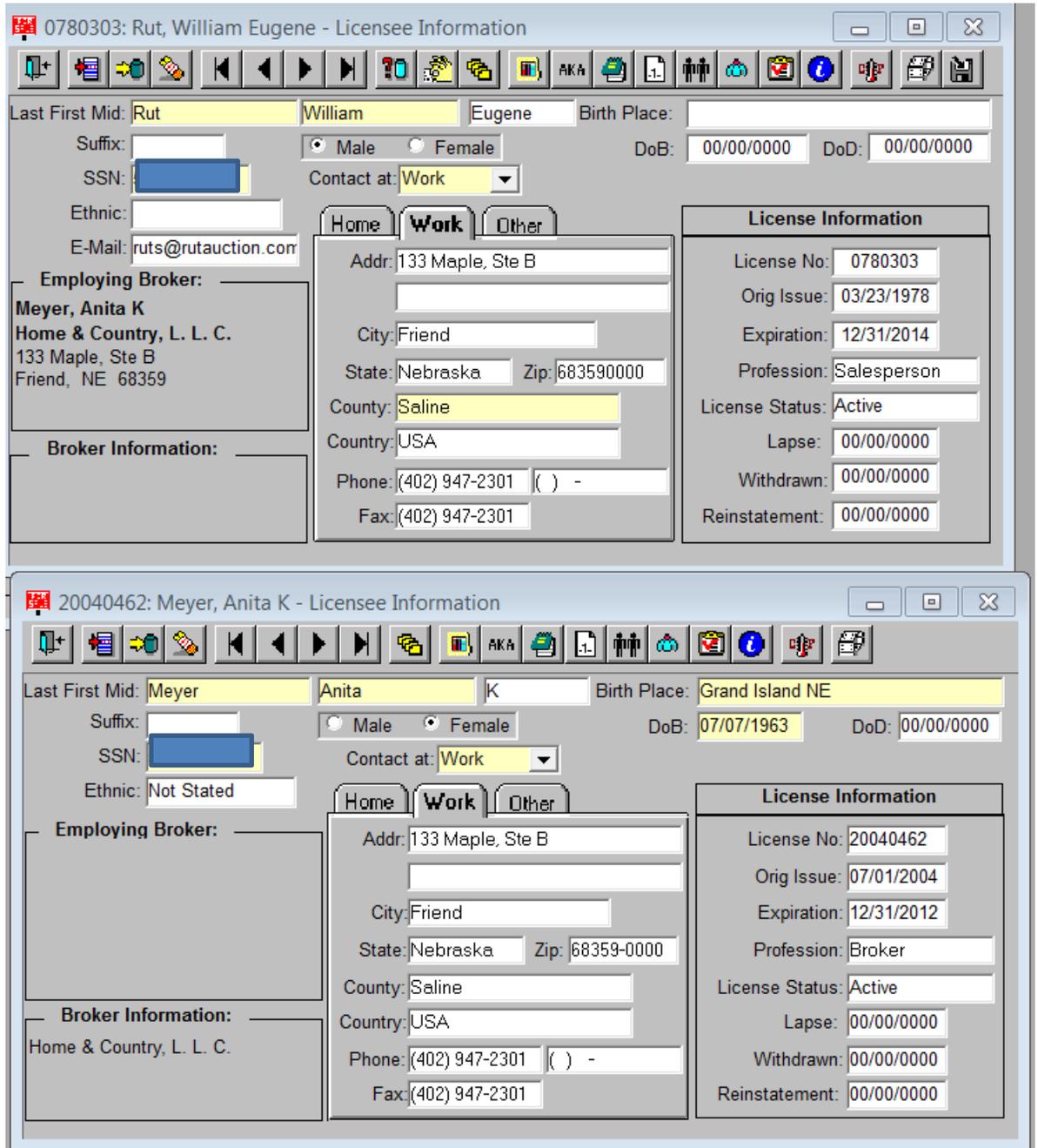
Last Date of Coverage: 12/31/2012

Past Expiration:



xvii. Designated Broker Information

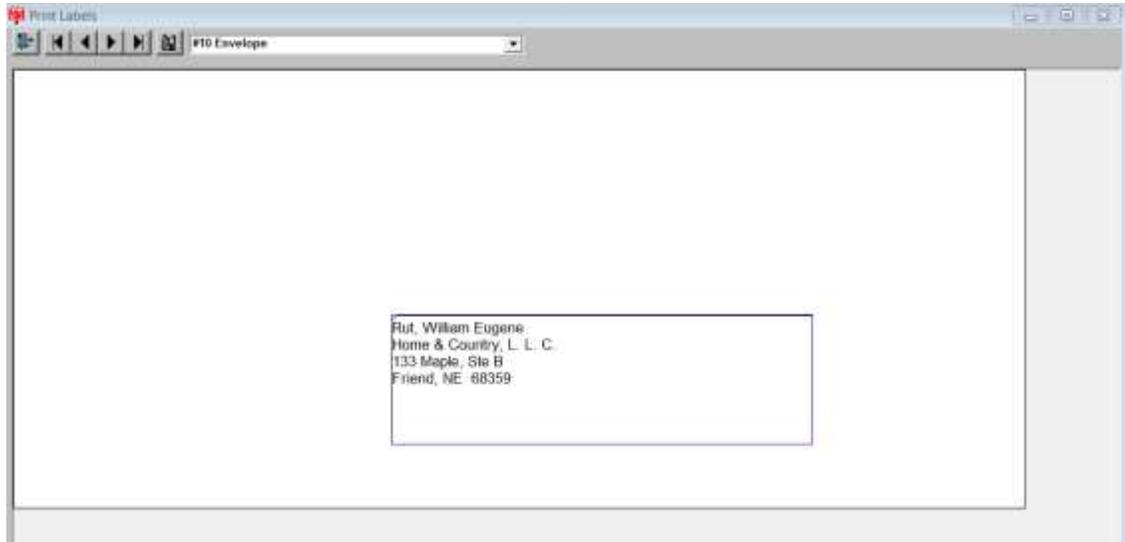
When this icon is selected from the Licensee Information screen, it will bring up the designated brokers licensee information screen in a separate window as shown below.





xviii. Labels

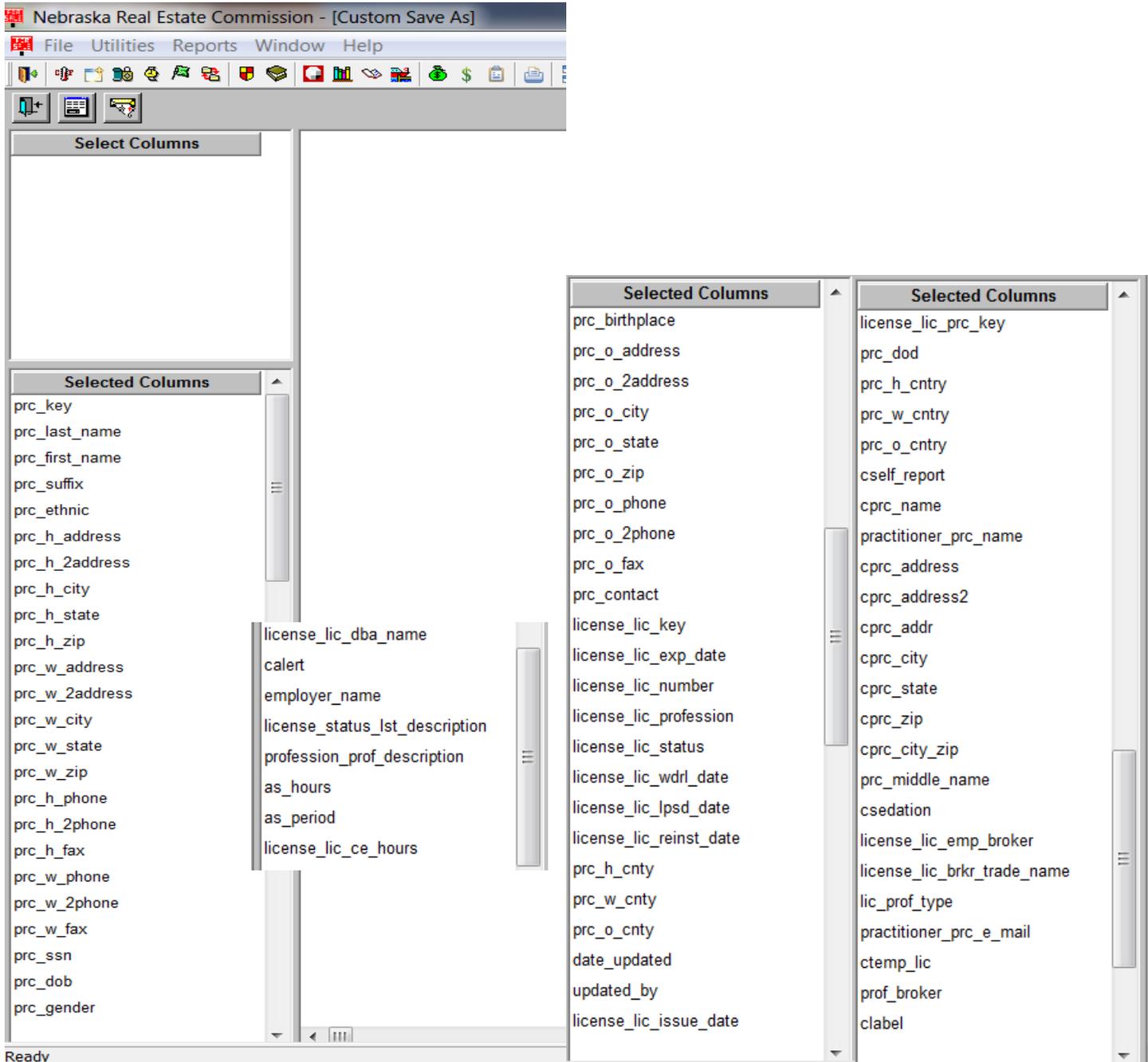
When the label icon is selected, it will print a label or envelope for this licensee.



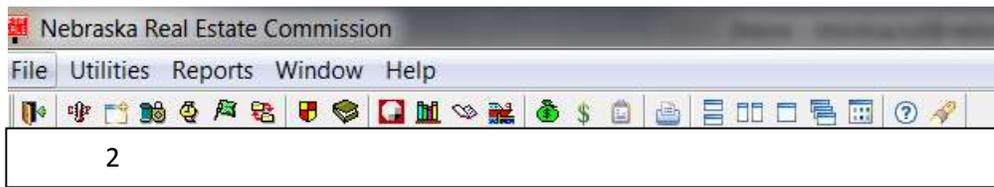


xix Save-As

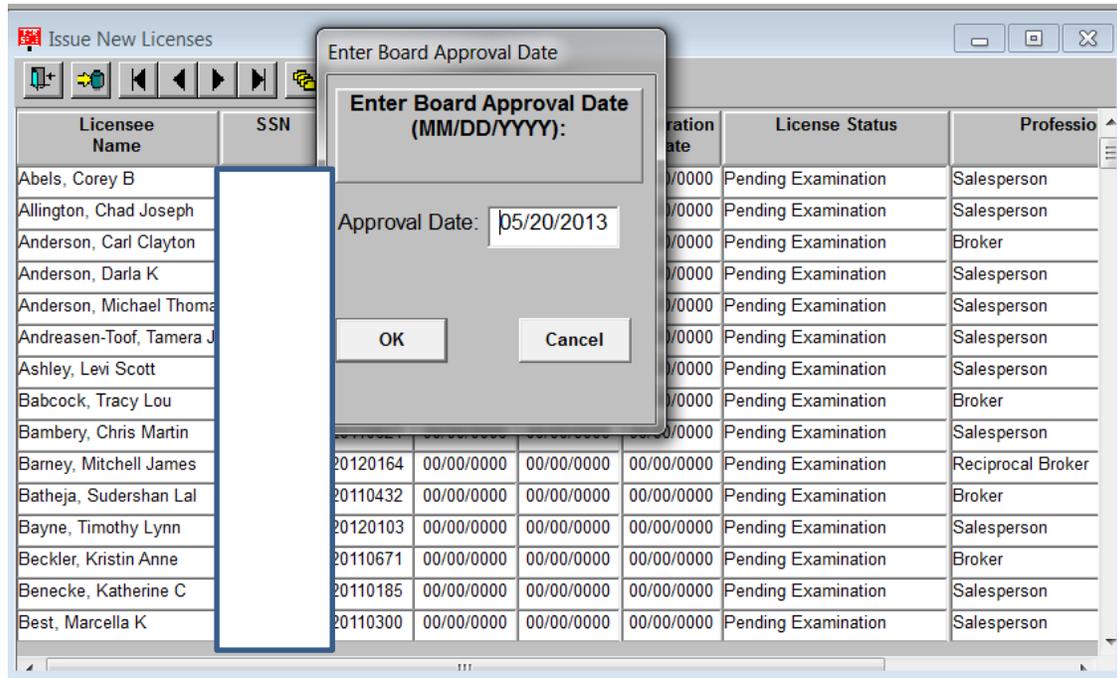
The fields below can be queried from the licensee window and saved as a file, such as excel.



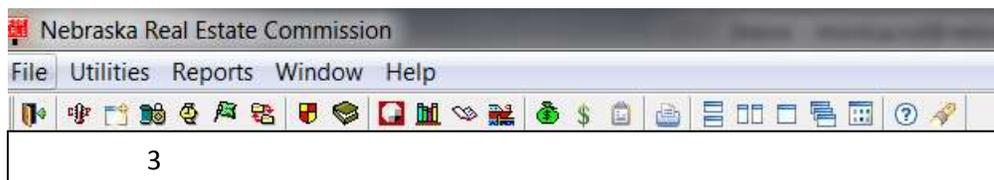
2. Issue New Licenses



When new licenses are issued, the task is completed in this screen. Once the approval date is entered and saved, this will generate a wall license, a pocket/receipt card and also updates the licensees screen with dates.



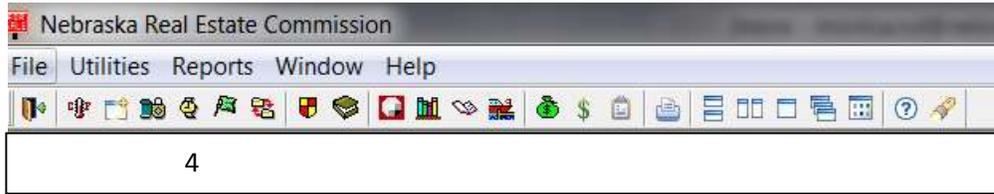
3. Trust Accounts



The Trust Account screen is used to query and enter any information for a licensee, county, account number etc.



4. Renewal Entry



The following Renewal Entry screens are typically imported through the Reports menu but can be entered manually. The information entered will transfer to the Licensee and License Information screens, the Deposit and License Fees History screens, Continuing Education screens and corresponding reports.

This screenshot displays the 'Renewal Entry' form for Anita Meyer in 2011. The form is divided into several sections:

- Header:** Mo/Year: 08/2011, Profession: 100, License No.: 20040462, Meyer, Anita
- Renewal Type:** Renew, Status: Approved, Batch # 2, Seq. # 1
- Renewal Fees:** Renewal Amount: 130.00, Con. Education Fee: (blank), Late Fee: 0
- Renewal Information:** Set Date: 00/00/0000, Date Rejected: 00/00/0000, Rejection Sent: 00/00/0000, Issue Date: 01/01/2012
- Payment Information:** 5932 Check 130.00, Renewal 130.00, Total Payments: 130.00
- Summary:** Total \$ Received: 130.00, Total Renewal Due: 130.00, Total CE Hours: 18.00, Hours Needed: 18.00
- Notes and Rejection Reasons:** A list of checkboxes for notes and rejection reasons, including 'Remit correct fee', 'Renewal application must be signed', 'Renewal application must be submitted', 'Check must be signed', 'Renewal application is incomplete', 'Make check payable to Nebraska Real Estate Commission', 'Continuing Education is incomplete', 'Errors & Omissions Insurance', and 'Other'.

This screenshot shows the 'Renewal Notes' form for Anita Meyer. It features a large, empty text area for entering notes, with a 'Notes:' label at the top left.

This screenshot displays the 'Renewal Payment History' table for Anita Meyer. The table has the following columns: Date, Amount, Check Number, Payment By, Payment Type, Receipt, and Deposited.

| Date | Amount | Check Number | Payment By | Payment Type | Receipt | Deposited |
|------------|--------|--------------|--------------------|--------------|---------|-------------------------------------|
| 05/14/2011 | 130.00 | 5932 | home & country LLC | Check | 116697 | <input checked="" type="checkbox"/> |

Below the table is the 'Applied Fees' section:

| Fee Type | Amount | Memo |
|-----------------------|---------------|------|
| Renewal | 130.00 | |
| Total of Fees: | 130.00 | |
| Remainder: | 0.00 | |
| Payment Total: | 130.00 | |

Meyer, Anita K - Continuing Education

For renewal period 01/01/2011 Thru 12/31/2012

| Date Taken | Renewal Education | Continuing Time Period | Accredited Provider | Course Nbr | Course / Activity | # of hours | Certificate Needed | Transcript Needed |
|------------------------------|-------------------|------------------------|-------------------------------------|------------|-----------------------------------|--------------|--------------------------|--------------------------|
| 05/24/2006 | 01/01/2005 | 12/31/2006 | Approved Appraisal/Out of State | 2006 | 2006 Appraisal/Out of State Cour | 9.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 02/05/2007 | 01/01/2007 | 12/31/2008 | Cooperative Extension | 0023R | Radon, Biologicals, and Mold in I | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 07/06/2007 | 01/01/2007 | 12/31/2008 | Approved Appraisal/Out of State | 2007 | 2007 Appraisal/Out of State Cour | 9.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 07/23/2009 | 01/01/2009 | 12/31/2010 | McKissock, Inc. | 0068R | Nebraska Landlord and Tenant A | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 08/14/2009 | 01/01/2009 | 12/31/2010 | Approved Appraisal/Out of State | 2009 | 2009 Appraisal/Out of State Cour | 9.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 06/08/2012 | 01/01/2011 | 12/31/2012 | Larabee School of Real Estate & Ins | 0095R | Real Estate Contracts | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 06/08/2012 | 01/01/2011 | 12/31/2012 | Larabee School of Real Estate & Ins | 0517R | A Fungus amongst Us | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 06/08/2012 | 01/01/2011 | 12/31/2012 | Randall School of Real Estate | 0366R | Agency in Nebraska | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 06/08/2012 | 01/01/2011 | 12/31/2012 | Randall School of Real Estate | 0093R | Contract Law | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 06/08/2012 | 01/01/2011 | 12/31/2012 | Randall School of Real Estate | 0093R | Contract Law | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| 06/08/2012 | 01/01/2011 | 12/31/2012 | Larabee School of Real Estate & Ins | 0305R | Rules & Regulations Highlights | 3.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| CE Hours this period: | | | | | | 18.00 | | |

Meyer, Anita K - Address Change

Last First Mid: Meyer Anita K Birth Place: Grand Island NE

Suffix: Male Female DoB: DoD: 00/00/0000

SSN: Contact at: Work

Ethnic: Not Stated

Home **Work** Other

Employing Broker:

Addr: 133 Maple, Ste B

 City: Friend
 State: Nebraska Zip: 68359-0000
 County: Saline
 Country: USA
 Phone: (402) 947-2301 () -
 Fax: (402) 947-2301

License Information

License No: 20040462
 Orig Issue: 07/01/2004
 Expiration: 12/31/2012
 Profession: Broker
 License Status: Active
 Lapse: 00/00/0000
 Withdrawn: 00/00/0000
 Reinstatement: 00/00/0000

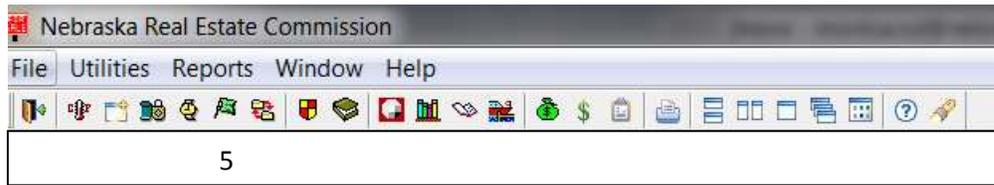
Broker Information:
 Home & Country, L. L. C.

Public Complaint Information

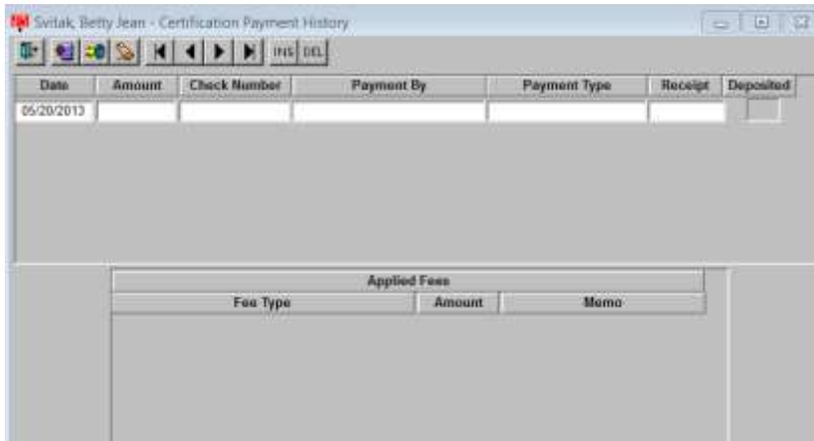
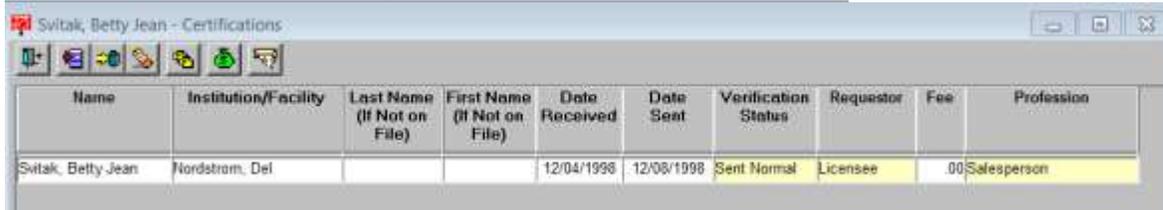
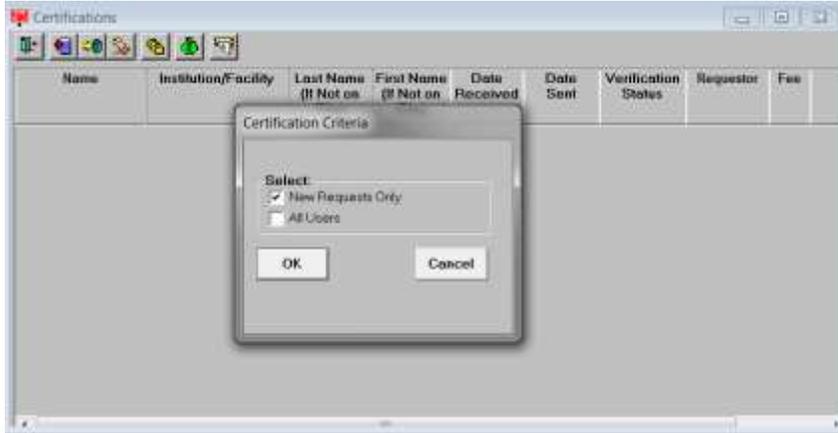
Licensee: Meyer, Anita K

Licensee Alert Comments

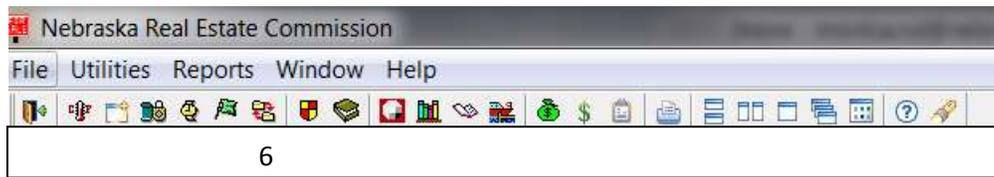
5. Certifications



This screen should produce a certification of license history for licensees selected. This function is currently not working properly in the existing database.



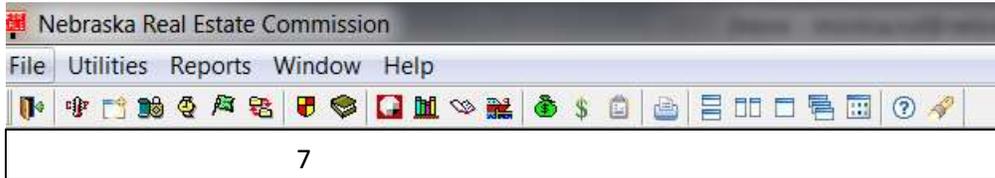
6. Group Transfers



When the Group Transfer icon is selected, the option to transfer many licensees from one broker to another is possible rather than going into each individual licensee record. The dates and broker information is updated in each licensee record upon saving. The fees are also recorded in the deposit reports and the license fee history screen for each of the licensees.

| Include | Incomplete Transfer | Employee Name | License | Profession | Transfer Fee | Fee Received Date | Fee Amount Received | Payment Type | Check Number |
|-------------------------------------|--------------------------|---------------------------|----------|-------------|--------------|-------------------|---------------------|--------------|--------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Booth, Barbara Linn | 20050590 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Conley, James Michael, Sr | 20050395 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Dailey, Elizabeth Jean | 0921147 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Engbrecht, Lori A. Z. | 19990535 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Fisher, Daniel Walter | 20110447 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Frame, Christina Marie | 20050242 | Broker | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Hanna-Davis, Kimberly Kay | 20020812 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Henry, Bill J | 20080004 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Hosmer, Linda | 0910684 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Kissinger, Shirley Marie | 20060011 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | McKaag, Andrea K | 20100023 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Oettinger, Mendy Jo | 20070298 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Parsons, Lonnie Chris | 20070474 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Perlinger, Joan Marlene | 0960068 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Poncelet, Kevin Joseph | 20110393 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Rhoades, Jeanne Carol | 20110136 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Shores, James Wayne | 20010630 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Vieyra, Alice Marie | 0860701 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Watts, Karen Ann | 20080256 | Salesperson | 25.00 | 04/12/2012 | 25.00 | | |
| | | | | | \$475.00 | | \$475 | | |

7. Complaint Information



Information is tracked for a complaint through the following screens. This Main Complaint screen is used to insert a new complaint and also to query by certain criteria, such as Complaint number, type of complaint, or title.

The screenshot displays the "2012002: Commission vs. Robert L. Hupp - Complaint Information" window. It features a toolbar with navigation icons and a form with the following fields:

- Number:** 2012 - 002
- Priority:** 1
- Companion Complaint:**
- Title:** Commission vs. Robert L. Hupp
- Opened:** 01/26/2012
- Closed:** 00/00/0000
- Status/Date:** Pending Consent Agreement 03/05/2012
- Source:** Nebraska Real Estate Commission
- Investigator:** 01 - Terry Mayrose
- Incident Loc:** (empty)
- Commission Lawfirm:**
 - Attorney:** Gregory D. Barton
 - Lawfirm:** Harding & Shultz, PC
 - Address:** 800 Lincoln Sq, 121 S 13th St PO Box 820
 - City:** Lincoln
 - State:** Nebraska
 - Zip:** 68501-2028
 - Phone:** () - () -

The Complaint Categories Information and Complaint Comments Screen are currently not utilized by staff.

The screenshot shows the "Complaint Categories Information" window. It has a table with two columns: "Category" and "Misc Comments". The "Category" column contains a list of options: "Incompetence", "Dishonesty", and "Substance Abuse". The "Misc Comments" column is currently empty.

The screenshot displays the "2012002: Commission vs. Robert L. Hupp - Complaint Comments" window. It includes a "Complaint Number" field with the value "2012 - 002" and the title "Commission vs. Robert L. Hupp". Below this is a large, empty text area labeled "Comments".

The Complaint Respondent Information is used to enter the Respondent's information including Name, Profession, Law Firm, Contact information, and complaint status.

This screenshot shows a software window titled "2012002:Commission vs. Robert L. Hupp - Complaint Respondent Information". The window contains a form with the following fields and values:

- Number:** 2012 - 002 Commission vs. Robert L. Hupp
- Respondent:** Hupp, Robert L
- Profession:** Salesperson
- Status:** Pending Consent Agreement
- Subpoena Sent:** 00/00/0000
- Praecipe Received:** 00/00/0000
- Stipulation and Consent:**
- Stipulation/Consent Date:** 00/00/0000
- Non-Adverse Action:** (empty)
- Contact At:** (empty)
- Law Firm:** (empty)
- Firm:** (empty)
- Attorney:** (empty)
- Address:** (empty)
- City:** (empty)
- State:** (empty) **Zip:** -
- Phone:** () - () -
- Specified Contact At:** (empty)
- Name:** (empty)
- Address:** (empty)
- City:** (empty)
- State:** (empty) **Zip:** -
- Phone:** () - () -

Respondent - Complaint Code Reference Information is typically not utilized.

This screenshot shows a software window titled "2012002:Commission vs. Robert L. Hupp - Respondent State Code Reference Inf...". The window contains a form with the following fields and values:

- Number:** 2012 - 002 Commission vs. Robert L. Hupp
- Respondent:** Hupp, Robert L
- Complaint Code Reference:** (dropdown menu)
- Respondent Detail:** (empty text area)
- Convicted:**

Respondent – Prehearing Information is entered if a prehearing conference is scheduled. No reporting is produced from this screen.

The screenshot shows a software window titled "2012002: Commission vs. Robert L. Hupp - Prehearing Information". The form contains the following fields and controls:

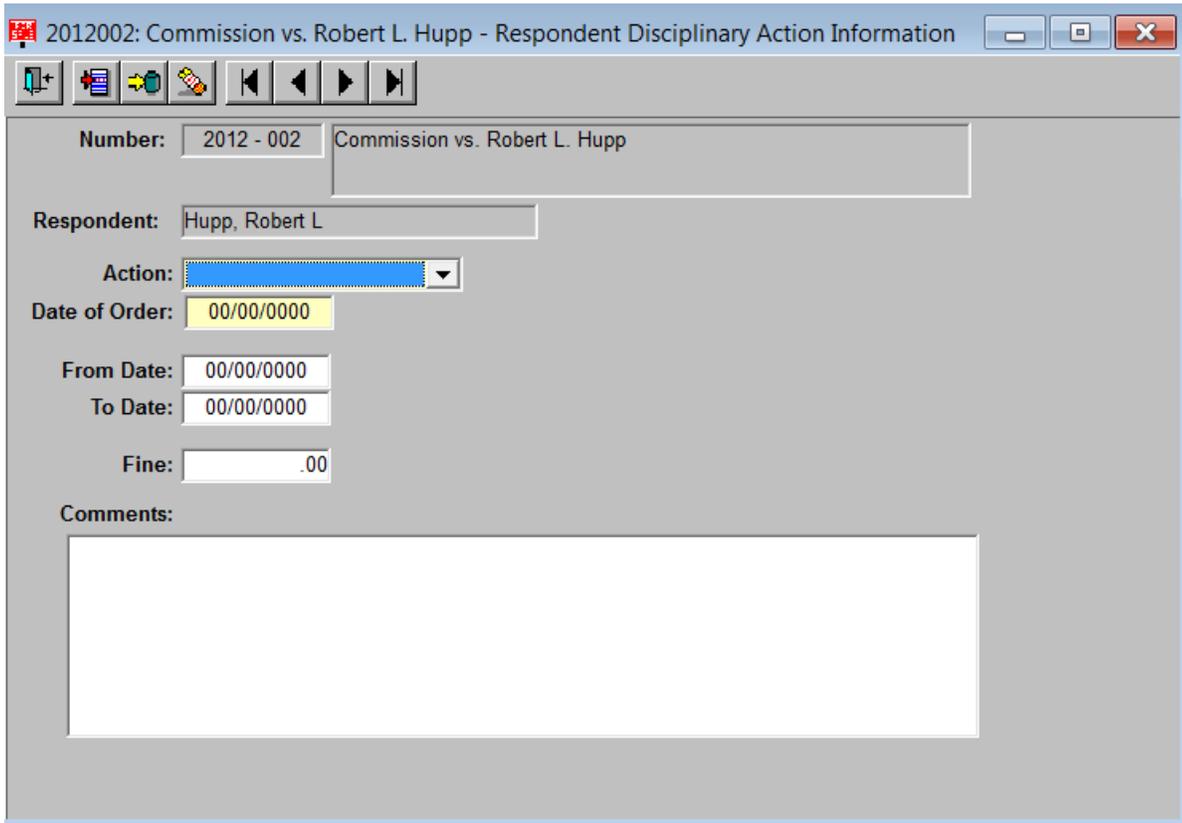
- Number:** 2012002
- Commission vs. Robert L. Hupp** (text)
- Respondent:** Hupp, Robert L
- Pre-Hearing Date:** 00/00/0000
- Time:** 00:00
- Pre-Hearing Location:** (empty text box)
- Address:** (empty text box)
- City:** (empty text box)
- State:** (empty text box)
- Zip:** -
- Phone:** () -
- Pre-Hearing Attended
- Pre-Hearing Issues:** (empty text area)

Respondent Settlement Information screen is updated with the hearing information when necessary.

The screenshot shows a software window titled "2012002: Commission vs. Robert L. Hupp - Respondent Settlement Information". The form contains the following fields and controls:

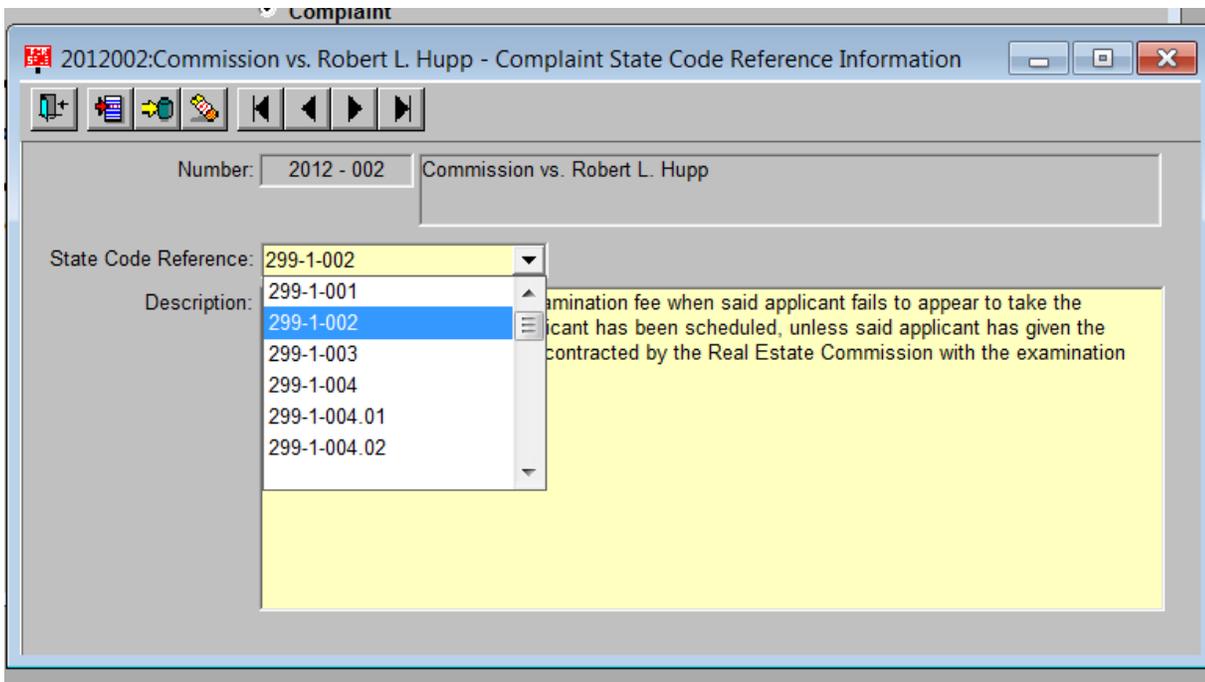
- Save** (button)
- r:** 2012-002
- Commission vs. Robert L. Hupp** (text)
- Respondent:** Hupp, Robert L
- Hearing Date:** 00/00/0000
- Time:** 00:00
- Hearing Location:** (empty text box)
- Address:** (empty text box)
- City:** (empty text box)
- State:** (empty text box)
- Zip:** -
- Phone:** () -
- Continuance Requested
- Continuance Granted
- Discovery Information Sent
- Code of Law:** (empty text box)
- Findings of Fact** (empty text area)
- Conclusion of Law:** (empty text area)
- Disciplinary Action:** (empty text area)

The Respondent Disciplinary Action Information is updated once the complaint had been adjudicated.



This screenshot shows a software window titled "2012002: Commission vs. Robert L. Hupp - Respondent Disciplinary Action Information". The window contains several input fields and a dropdown menu. The "Number" field is set to "2012 - 002" and the "Respondent" field is "Hupp, Robert L". The "Action" field is a dropdown menu currently showing a blue selection. The "Date of Order" field is "00/00/0000", "From Date" is "00/00/0000", and "To Date" is "00/00/0000". The "Fine" field is ".00". There is a large empty text area labeled "Comments" at the bottom.

The violations can be selected from a list of state laws or rules and regulations. This information is transferred to the Licensee Information screen once entered.



This screenshot shows a software window titled "2012002: Commission vs. Robert L. Hupp - Complaint State Code Reference Information". The "Number" field is "2012 - 002". The "State Code Reference" dropdown menu is open, showing a list of codes: "299-1-001", "299-1-002" (highlighted in blue), "299-1-003", "299-1-004", "299-1-004.01", and "299-1-004.02". The "Description" field contains the text: "examination fee when said applicant fails to appear to take the applicant has been scheduled, unless said applicant has given the contracted by the Real Estate Commission with the examination".

Complainant Information is entered upon receipt of a new complaint.

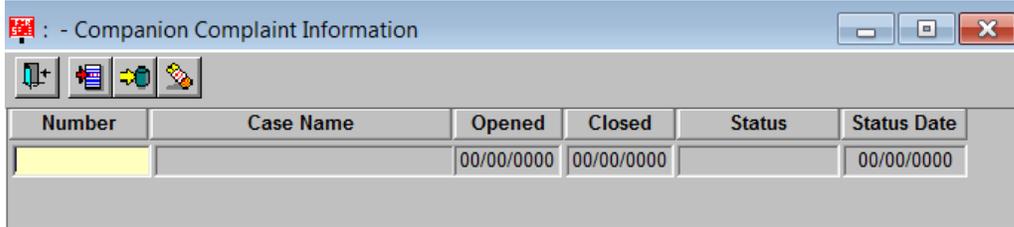
Witness Information can also be entered if necessary.

| Name | Phone | Subpoena Sent | Praecept Received | Address Line 1 | Address Line 2 | City | State | Zip |
|------|-------|---------------|-------------------|----------------|----------------|------|-------|-----|
| | () - | 00/00/0000 | 00/00/0000 | | | | | - |

Complaint Activity is entered and the information gets displayed on the complaint reports located in the Reports section.

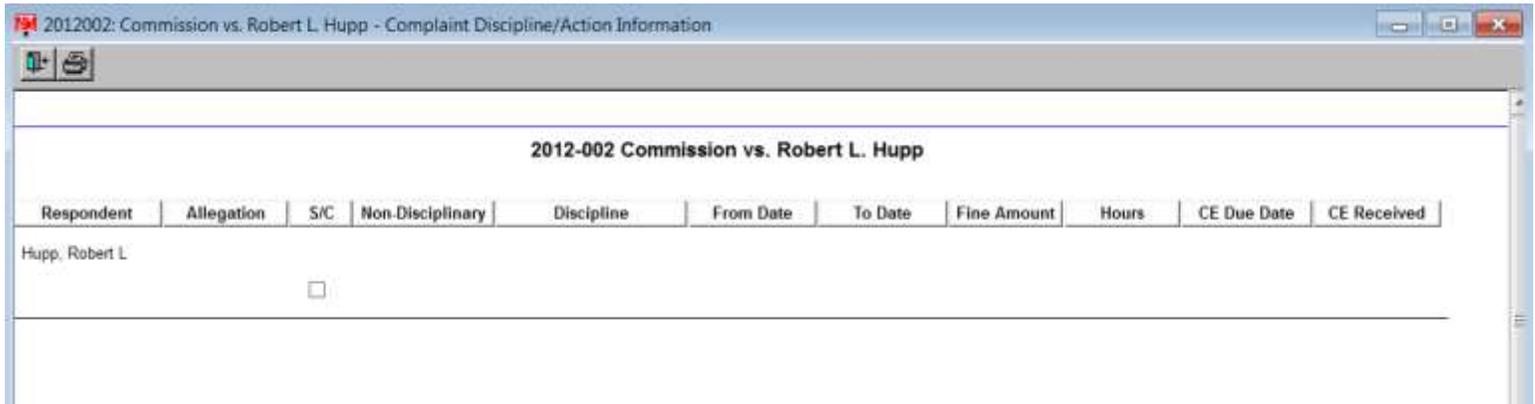
| Complaint Activity | Activity Date | Due Date | Respondent | Complainant |
|--|---------------|------------|------------|-------------|
| File Complaint - Commission Action on Investigative Matter | 01/26/2012 | 00/00/0000 | | |
| Complaint Received Letter Sent to Commissioners | 01/26/2012 | 00/00/0000 | | |
| Complaint Sent to Respondent for Answer | 01/26/2012 | 00/00/0000 | | |
| Respondent's Answer Due | 01/31/2012 | 02/19/2012 | | |
| Respondent Answer Received | 02/21/2012 | 00/00/0000 | | |

Should there be multiple complaints filed they can be tied together using this screen. Such as a complaint filed against a licensee and therefore also filed against the designated broker for failure to supervise for example.



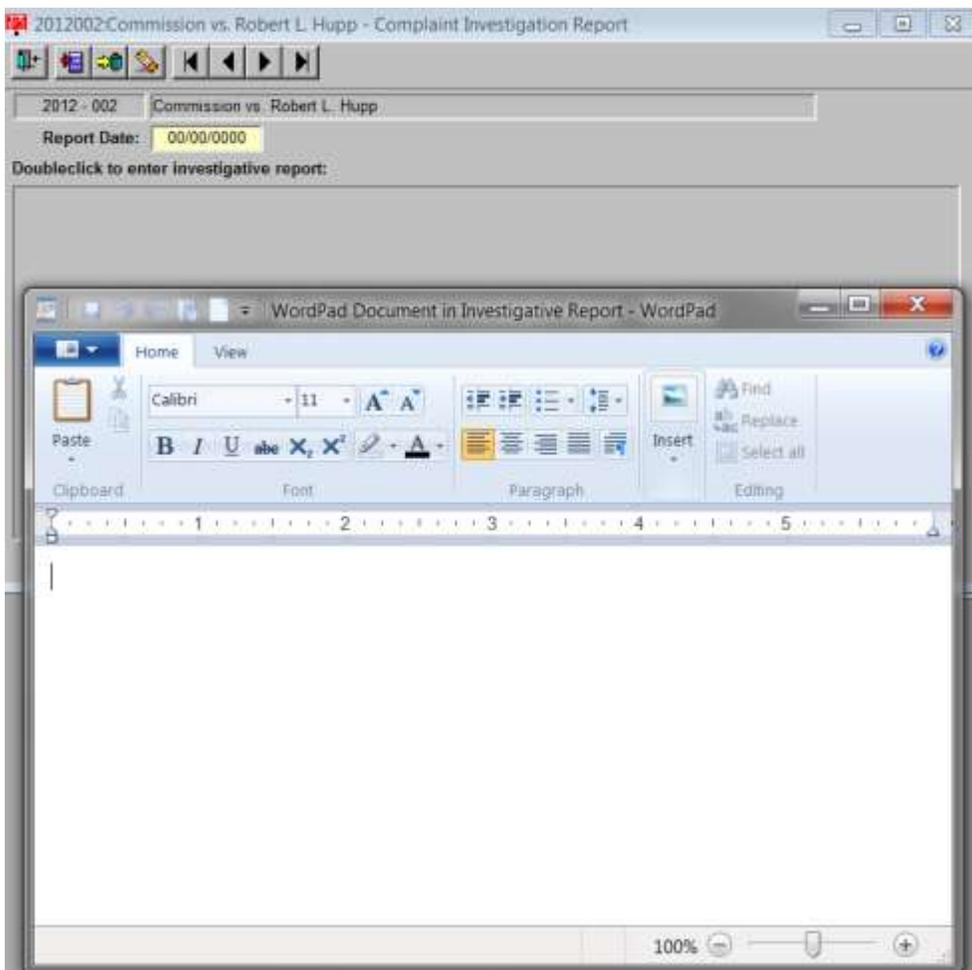
| Number | Case Name | Opened | Closed | Status | Status Date |
|--------|-----------|------------|------------|--------|-------------|
| | | 00/00/0000 | 00/00/0000 | | 00/00/0000 |

The Complaint Discipline/Action information will display the actions taken as a result of the complaint.



| Respondent | Allegation | S/C | Non-Disciplinary | Discipline | From Date | To Date | Fine Amount | Hours | CE Due Date | CE Received |
|----------------|------------|-----|--------------------------|------------|-----------|---------|-------------|-------|-------------|-------------|
| Hupp, Robert L | | | <input type="checkbox"/> | | | | | | | |

The Complaint Investigation report is not currently utilized by Commission staff.



2012 - 002 Commission vs. Robert L. Hupp

Report Date: 00/00/0000

Doubleclick to enter investigative report:

WordPad Document in Investigative Report - WordPad

Home View

Clipboard: Paste

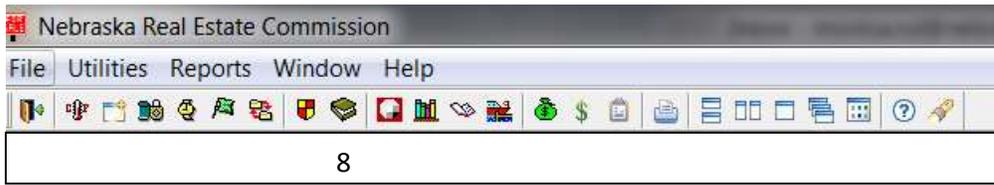
Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bulleted List, Numbered List, Decrease Indent, Increase Indent, Paragraph Style

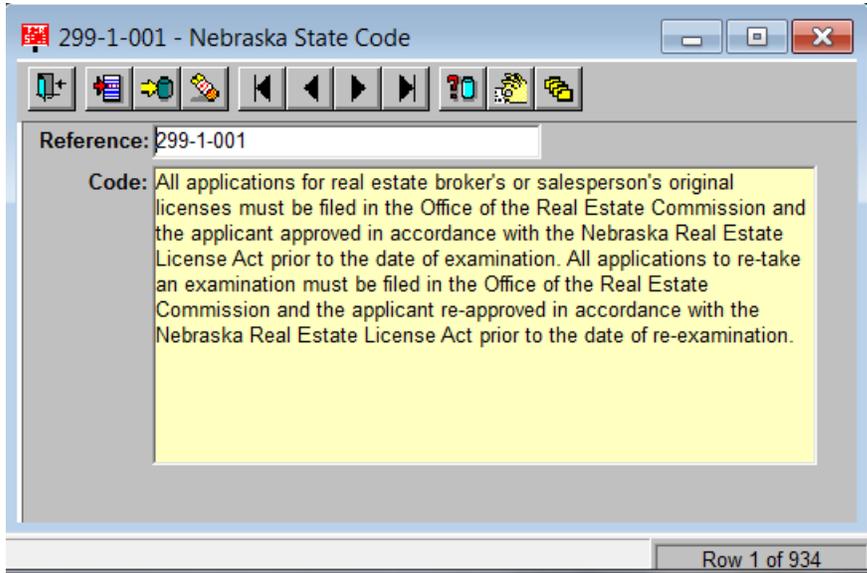
Editing: Find, Replace, Select all

100%

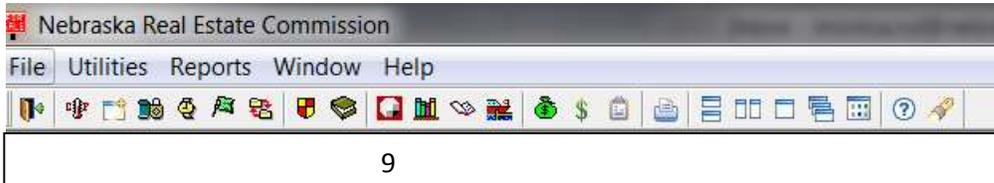
8. NE State Code



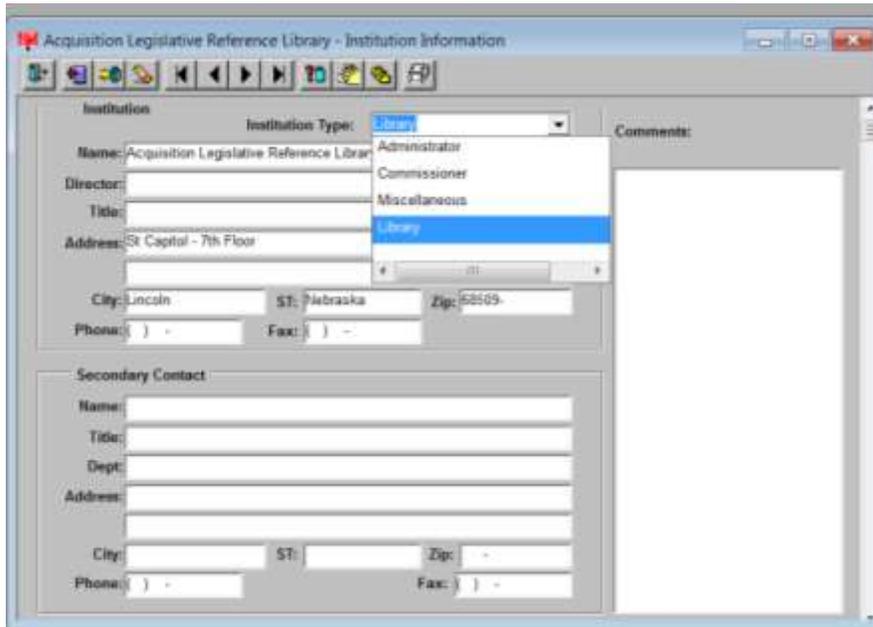
The laws and rules and regulations are updated for complaint information purposes.



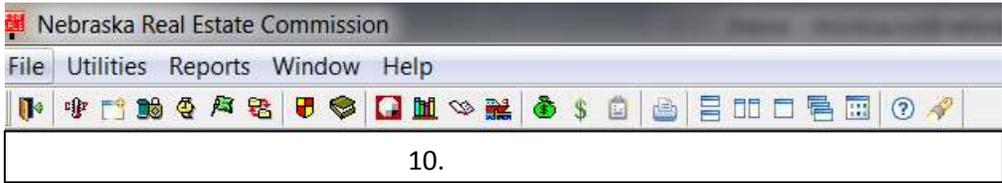
9. Institution Information



This screen is typically used to track individuals who wish or we wish to receive mailings, such as the newsletter, from the Commission office.



10. Educator Information



These screens are used to track continuing education, pre license and broker approved training education providers. Each approved course in which a provider is approved to provide is tied into these screens. The contact information is also provided.

19990346: Larabee School of Real Estate & Ins - Educator Information

Last/Provider: Larabee School of Real Estate & Ins First, Middle Name: [] []

Contact at: Work

Contact Last: Larabee First, Middle Name: Craig

Contact Title: [] Contact Phone: (402) 436-3308

Comments: craig@craigarabee.com

| Home | Work | Other |
|-------------------------------|----------------|-------|
| Addr: 3355 Orwell St, Ste 100 | | |
| City: Lincoln | | |
| State: Nebraska | Zip: 68516- | |
| County: Lancaster | | |
| Country: [] | | |
| Phone: (402) 436-3308 | (800) 755-1108 | |
| Fax: (402) 436-3309 | | |

| License Information | |
|---------------------|------------------|
| License No: | 19990346 |
| Orig Issue: | 11/21/1990 |
| Expiration: | 12/31/2001 |
| Profession: | Education Provid |
| License Status: | Active |
| Lapse: | 00/00/0000 |
| Withdrawn: | 00/00/0000 |
| Reinstatement: | 00/00/0000 |

The education information screens are very similar to the Licensee Information screens but are not utilized in the same fashion.

19990346: Larabee School of Real Estate & Ins - License Information

License No: 19990346 Book: []

Profession: Education Provider Page: []

License Status: Active License Fee Paid: .00

Pocket Card #: [] License Fee: .00

High School Educ: [] Trust Account Required:

Original Issue: 11/21/1990 E & O Expire Warning: 00/00/0000

Issue Date: 11/21/1990

Expiration Date: 12/31/2001

Status Changed: 03/29/1999

Appl Received: 11/21/1990

Con. Ed. Met: 00/00/0000

CE Hours: 0

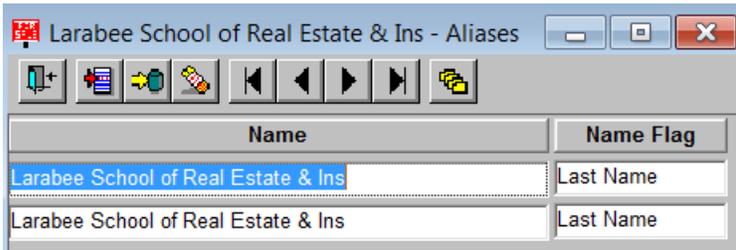
Renewal Sent: 00/00/0000

Suspend Notice: 00/00/0000

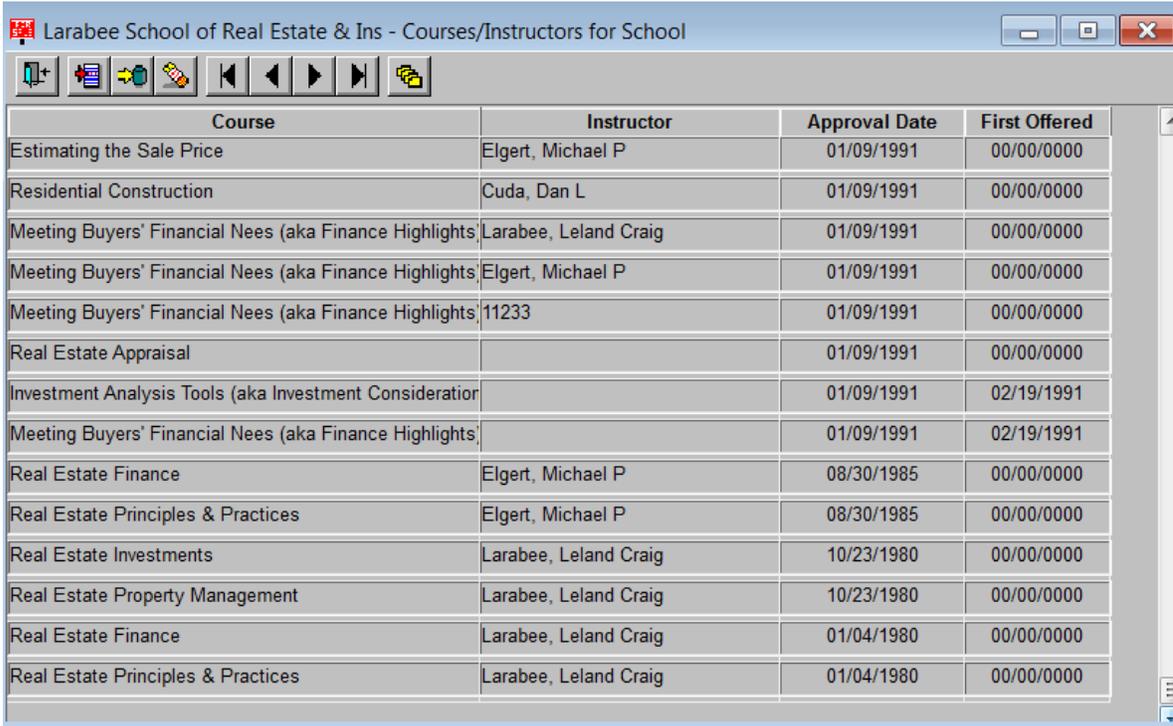
Reinstatement: 00/00/0000

Renewal Approved: 03/29/1999

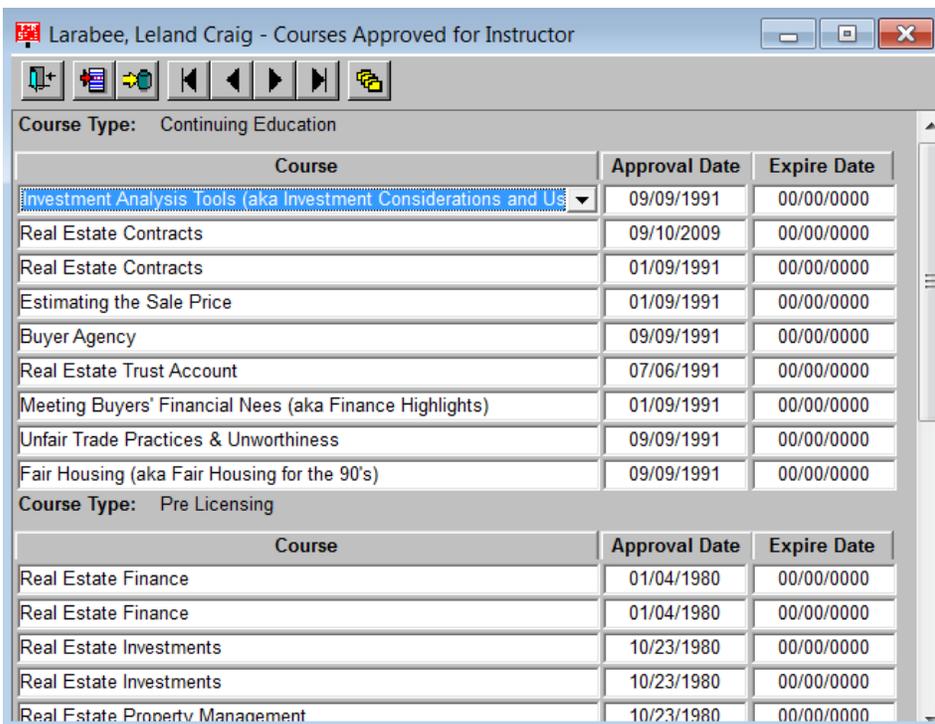
Education Providers who use multiple names in their business can be entered into the AKA screen for query purposes.



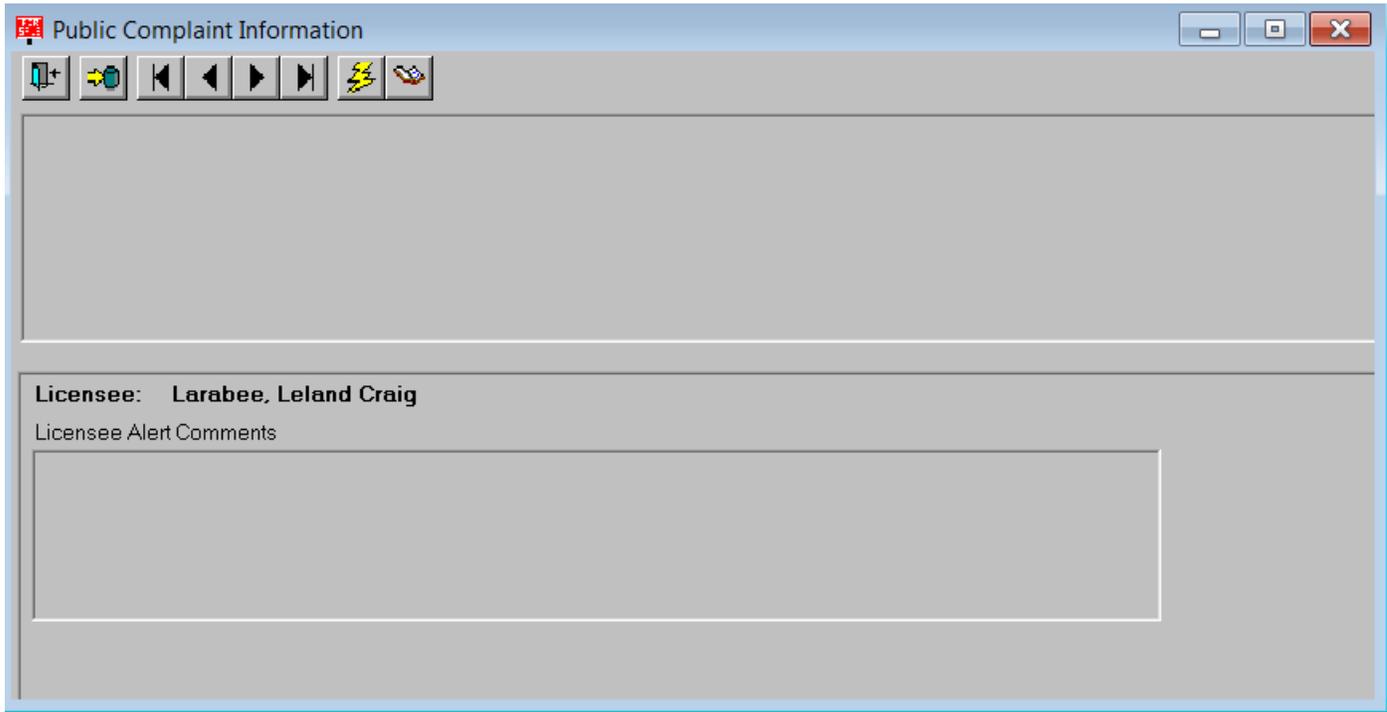
The course names, the first offered date and the approval date are populated from the course information screen.



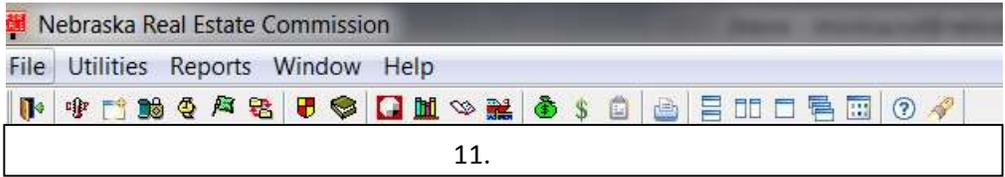
Each of the Instructors have a list of courses that they are approved to offer if they are associated with a provider.



If they have any complaint filed against them, the information would appear on their provider screen.



11. Course Information



Each pre-license or continuing education course, when approved, gets entered into the Course Information screen and then tied to an education provider record along with the first approval date and first offered date. If this is not completed properly the courses will not import or cannot be selected from the licensee’s education window

Activity Number: 0022 0022

Course Title: Finance in Real Estate - exp

Course Category: Continuing Education

Level of Difficulty: Intermediate Comments: ARELLO 12-03-2011

Hours: 12.00

1st Offered: 00/00/0000

Approval Status: Approved

Rejected Date: 00/00/0000

Expiration Date: 12/3/2014

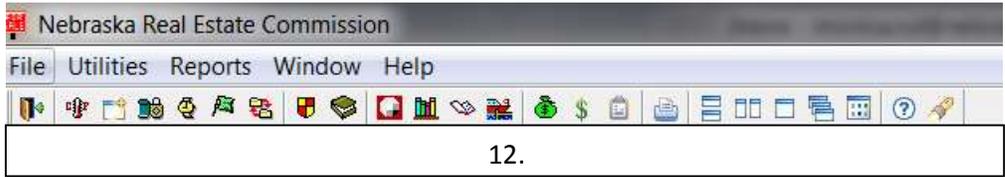
Designated Subject Matter:

Training:

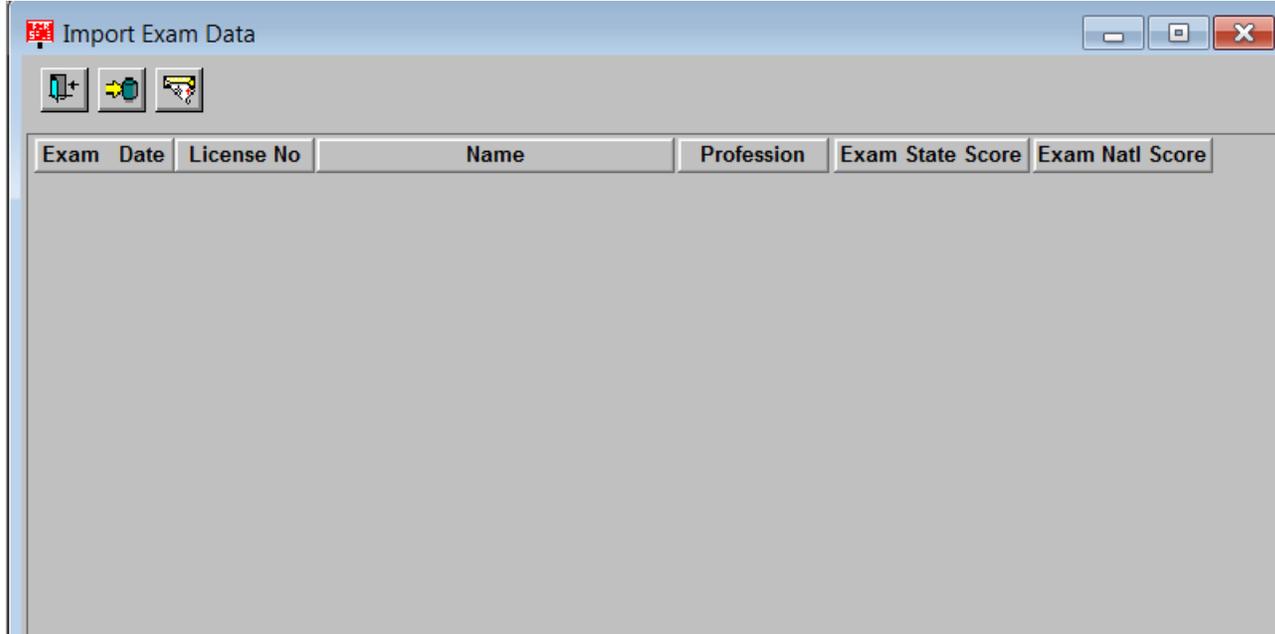
| Education Provider | Approval Date | First Offered |
|----------------------|---------------|---------------|
| Van Education Center | 01/06/2009 | 02/21/2009 |

Row 1678 of 1678

12. Import Exams



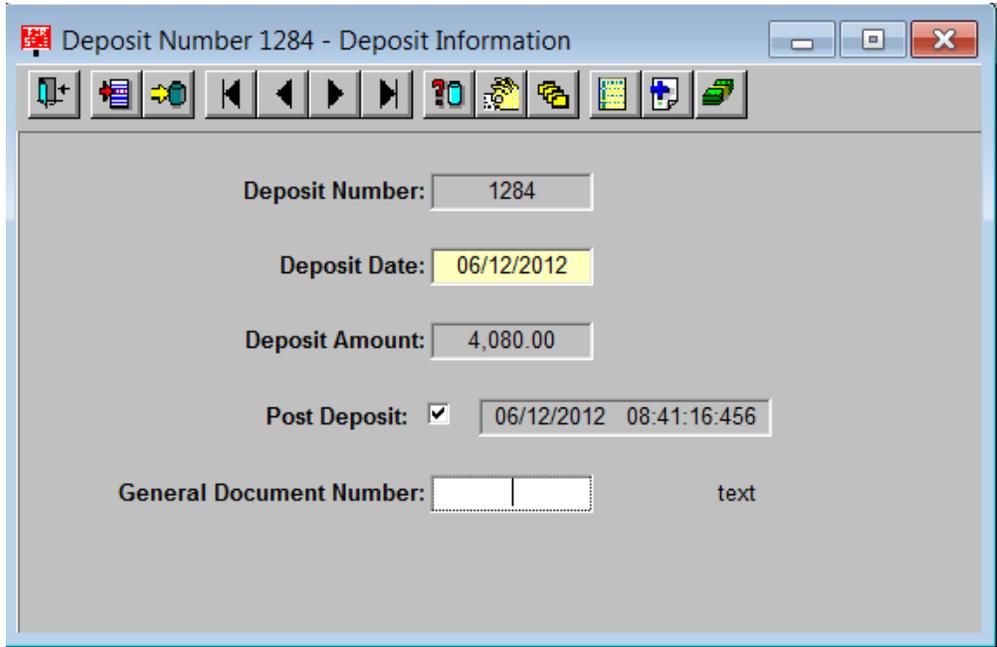
Using a text file, the examination results can be imported from this screen and then inserted into each applicant examination screen.



13. Deposit Information



Once the deposit is verified using the reports found in the Reports menu, this screen is saved and a document number is assigned by the system to identify the deposit.



You can also query a deposit and review the detail information.

The screenshot shows a window titled "Deposit Number: 1284 - Deposit Detail Information" containing a table of transaction details. The table has the following columns: Line Code, Activity, Account, Description, Amount, Payment Type, License Type/Number, Licensee, and Profession.

| Line Code | Activity | Account | Description | Amount | Payment Type | License Type/Number | Licensee | Profession | |
|------------------|----------|---------|--------------------------|----------|--------------|---------------------|----------|-------------------------|-------------|
| 41-00-2411-77-00 | 40 | 7413 | Broker Transfer | \$25.00 | Check | Corporation | 0780009 | Bourne, Sharon Kay | Broker |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Check | | 20000243 | Motley, Todd A | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Check | | 20000243 | Motley, Todd A | Salesperson |
| 41-00-2411-77-00 | 20 | 7517 | Salesperson Renewal Fees | \$100.00 | Check | | 20020263 | Allen, Glona Angela | Salesperson |
| 41-00-2411-77-00 | 20 | 7517 | Salesperson Renewal Fees | \$100.00 | Check | | 20020263 | Allen, Glona Angela | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Check | | 20040825 | Huntley-Gruenther, Susa | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Check | | 20040825 | Huntley-Gruenther, Susa | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Check | | 20040825 | Huntley-Gruenther, Susa | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Check | | 20040825 | Huntley-Gruenther, Susa | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Check | | 20040825 | Huntley-Gruenther, Susa | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Check | | 20040825 | Huntley-Gruenther, Susa | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Check | | 20040825 | Huntley-Gruenther, Susa | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Check | | 20040825 | Huntley-Gruenther, Susa | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Cash | | 20051050 | Fastenau, Shelley Jana | Salesperson |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$25.00 | Cash | | 20051050 | Fastenau, Shelley Jana | Salesperson |

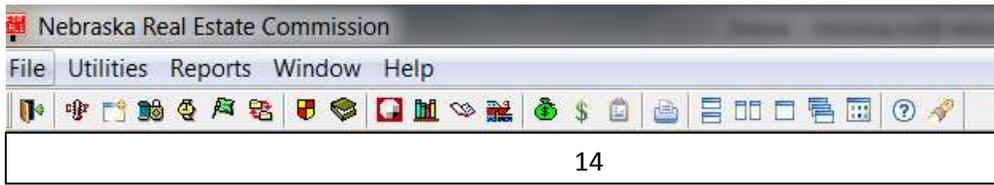
Once queried, you can review a summary of the deposit.

| Line Code | Activity | Account | Description | Amount |
|------------------|----------|---------|--------------------------|-------------------|
| 41-00-2411-77-00 | 20 | 7513 | Sales License | \$200.00 |
| 41-00-2411-77-00 | 20 | 7517 | Salesperson Renewal Fees | \$200.00 |
| 41-00-2411-77-00 | 20 | 7512 | Broker License | \$520.00 |
| 41-00-2411-77-00 | 20 | 7516 | Broker Renewal Fees | \$520.00 |
| 41-00-2411-77-00 | 30 | 7534 | Application Fees | \$540.00 |
| 41-00-2411-77-00 | 40 | 7413 | Broker Transfer | \$100.00 |
| 41-00-2411-77-00 | 30 | 7532 | Examination Fees | \$1,650.00 |
| 41-00-2411-77-00 | 40 | 7412 | Salesperson Transfer | \$350.00 |
| Total: | | | | \$4,080.00 |

Once a deposit is queried, you can review the payment types and the amount.

| Payment Type | Amount |
|---------------|-------------------|
| Cash | \$250.00 |
| Check | \$3,530.00 |
| Credit Card | \$300.00 |
| Total: | \$4,080.00 |

14. Misc Income



The Miscellaneous Income screen is used to enter any payment information that is not associated with a process in the database. Uses would include payments for labels, refunds, and others as necessary. Below is an example of a fine collected for a complaint, but since fees are not available to be entered as part of a complaint, they are currently entered as a miscellaneous income.

Misc Income 12/16/2010 - Misc Income

Date: 12/16/2010 Deposit Prepared:

Amount: 500.00

Payment Type: Check

Receipt: H1514

Line Code: 41-00-6127-00-00

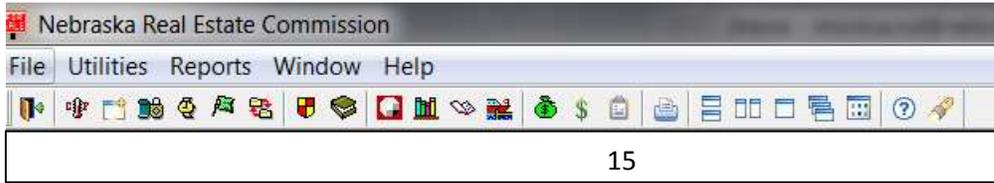
Description: Fining Authority

Activity: 00

Account: 8510

Notes: Civil Fine Com.#2010-005, Landolt

15. Specialized Registrations



This screen is used to track specialized registrations such as time-shares, retirement communities, campgrounds, subdivided lands, exchange agents, limited liability companies, professional corporations, and background reports. The dates on this screen pull to a report.

| Physical Characteristics | Address | License Information |
|-----------------------------|----------|-----------------------------|
| Number of Units: 231 | Address: | Status: Approved |
| Number of Buildings: | City: | Orig Issue Date: 06/04/2010 |
| Number of Intervals: 26,968 | State: | Issue Date: 12/14/2011 |
| Number of Lots: | Zip: | Expiration: 12/31/2012 |
| | County: | Renewal Date: 11/01/2012 |
| | Phone: | Internal ID: 719 |
| | Fax: | |

Anyone who is associated with the entity is listed here.

| Individual Information | |
|------------------------|------------|
| Operator No.: | |
| Salesperson Reg. No.: | |
| Professional Services: | No |
| Start Date: | 00/00/0000 |
| End Date: | 00/00/0000 |

The specified contact screen is used if the mailings are sent to someone other than what is listed on the main screen.

Specified Contact

Contact Name: Matthew E. Jassek Start: 00/00/0000
 Address: Foley & Lardner LLP End: 00/00/0000
 111 North Orange Ave, Ste 1800
 City/State: Orlando Florida
 ZIP: 32801
 Phone: () -
 2nd Phone: () -
 Fax: () -

The Specialized Registration payments window is used to track payments for the various registrations. This information filters into the deposit information reports.

Specialized Registration Payments

| Date | Amount | Check Number | Payment By | Payment Type | Receipt | Deposit |
|------------|---------|--------------|--------------------------------|--------------|---------|---------|
| 02/23/2010 | 2.60 | 08732p-003 | matthew edward jassek-attorney | Credit Card | h0231 | |
| 09/08/2010 | 1605.00 | 2849 | foley & lardner llp | Check | h1064 | |
| 11/16/2010 | 1500.00 | 6763802 | marriott international inc | Check | h1322 | |
| 03/15/2011 | 1810.00 | 6910351 | marriott international inc | Check | i0336 | |
| 12/14/2011 | 1500.00 | 726968 | marriott int'l inc | Check | i1616 | |
| 01/06/2012 | 370.00 | 7461 | marriott int'l inc | Check | j0060 | |

| Applied Fees | | |
|-----------------------|-----------------|------|
| Fee Type | Amount | Memo |
| Promotional Land Fees | 1500.00 | |
| Total of Fees: | 1,500.00 | |
| Remainder: | 0.00 | |
| Payment Total: | 1,500.00 | |

The additional comments screen is used to track the changes in the registration after initial licensure.

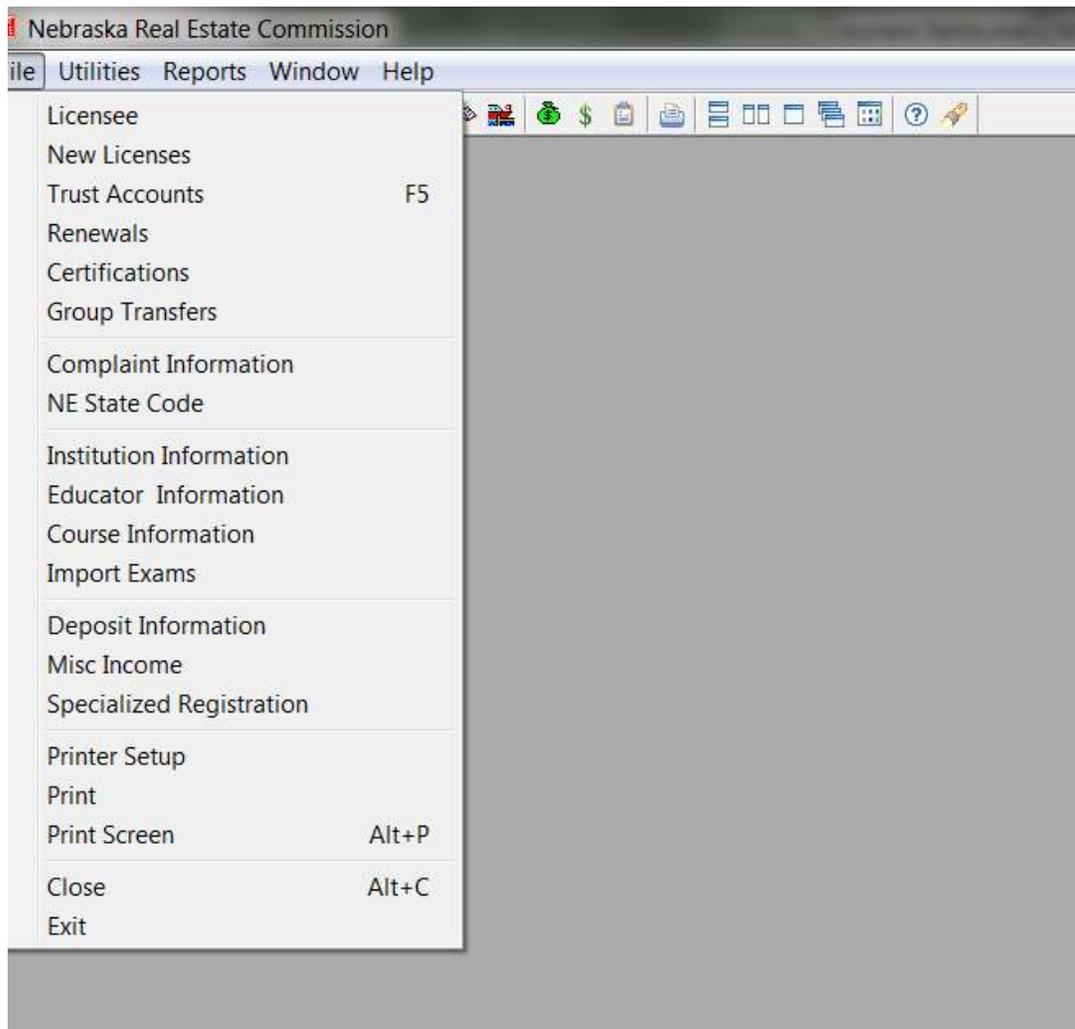
Additional Comments

Name: Marriott Vacation Club Destinations Internal ID: 719

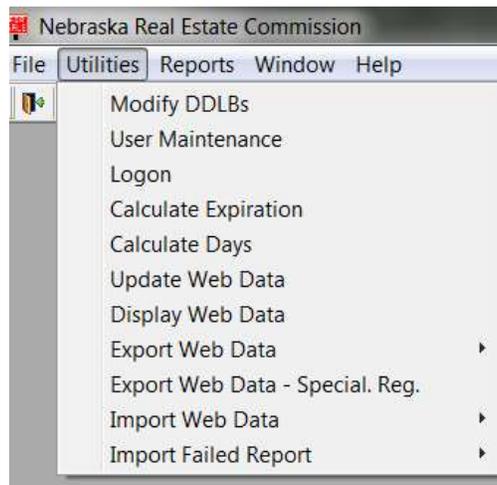
Notes:

- sent to ch on 1/19/10-mr
- sent supplemental information to ch on 3/8/10-mr
- 4/12/10-sent def ltr - need response from them by 7/12/10-mr
- 5/14/10-sent deficiency response to ch -mr
- 9/8/10-sent amendment to ch - addl 7006 intervals-due 12/8/10-mr
- 10/26/10-approved-mr
- 3/15/11-send amendment to ch - addl 8050 intervals to existing 18,918-mr
- APPROVED AMENDMENT-Effective 9/4/11
- Amendment sent to ch on 12/20/11-mr-addl ???intervals-mr
- Amendment sent to ch on 1/5/12-addl 832 intervals-mr
- APPROVED AMENDMENT-effective 2/27/12-mr

16. File Menu



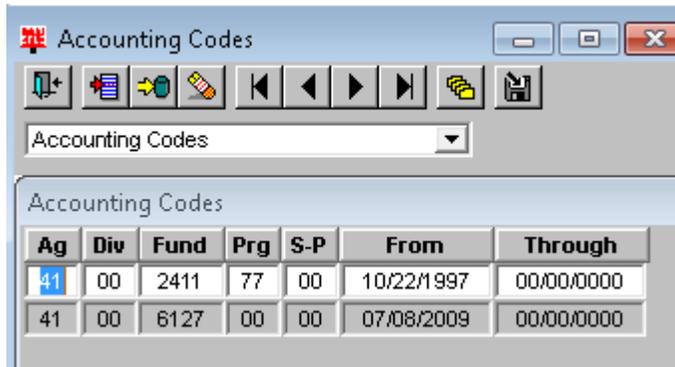
17. Utilities Menu



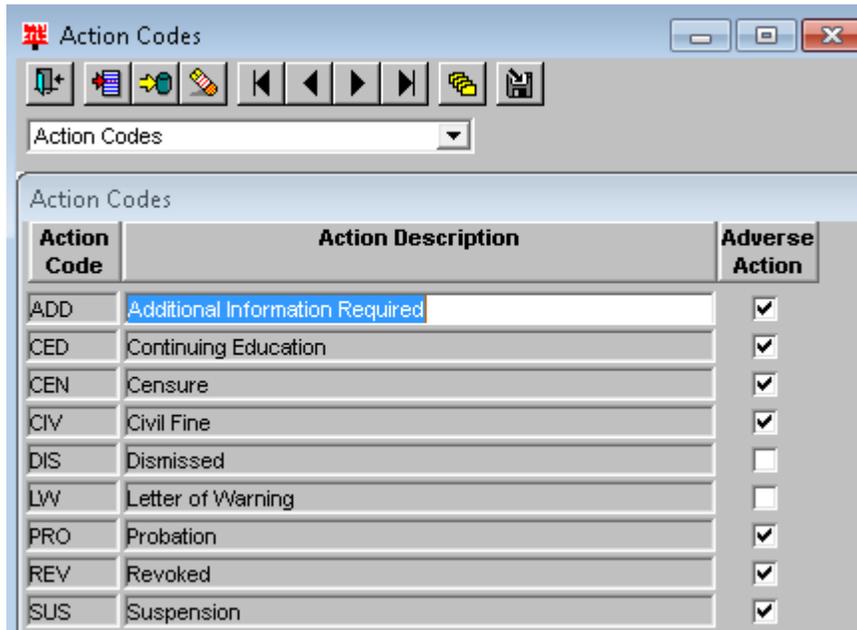
a. Modify DDLB

These are fields that we are allowed to change which affect the function of the database.

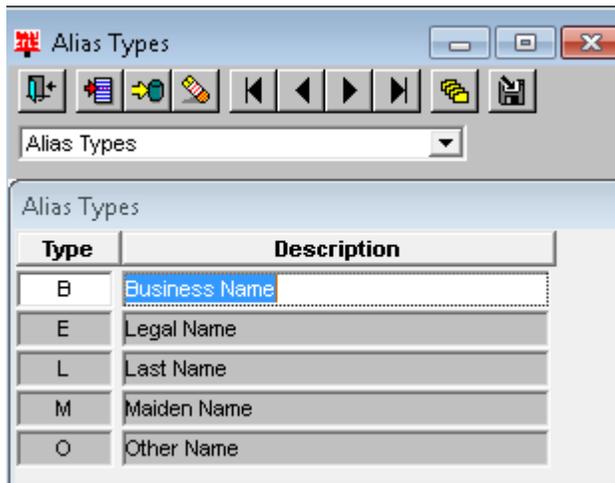
i. Accounting Codes



ii. Action Codes



iii. Alias Types



iv. Application Check List (partial example)

| Profession | Type | Sub-Type | Allow Test | Application Check List Description |
|------------|------|-------------|------------|--|
| Broker | Exam | Pre-Exam | No | We will submit your name for a Disciplinary Data Base Search |
| Broker | Exam | Pre-License | Yes | Licensee Issuance Form |
| Broker | Exam | Pre-Exam | No | Trust Account information |
| Broker | Exam | Pre-License | Yes | Other |
| Broker | Exam | Pre-License | Yes | E&O Insurance Verification |
| Broker | Exam | Pre-Exam | No | Work Experience for past 3 years; including periods of unemployment |
| Broker | Exam | Pre-License | No | Transcripts of education if necessary |
| Broker | Exam | Pre-License | Yes | New employing broker letter to employ |
| Broker | Exam | Pre-Exam | No | Licensed salesperson experience verification |
| Broker | Exam | Pre-Exam | No | Affidavit of application |
| Broker | Exam | Pre-Exam | No | Application and Examination Fee |
| Broker | Exam | Pre-License | Yes | Consent to Examine Trust Account form |
| Broker | Exam | Pre-Exam | No | Statutory real estate education completion verification |
| Broker | Exam | Pre-Exam | No | Waiting for Criminal Background Report from Nebraska State Patrol |
| Broker | Exam | Pre-License | Yes | License Fee |
| Broker | Exam | Pre-License | Yes | Manner of doing business documentation. |
| Broker | Exam | Pre-Exam | No | Application Incomplete |
| Broker | Exam | Pre-Exam | No | Photo - head and shoulders 2x2, taken within the past year (See encl |
| Broker | Exam | Pre-Exam | No | Additional lawsuit information needed |
| Broker | Exam | Pre-License | Yes | Original passing score report |
| Broker | Exam | Pre-Exam | No | Other |
| Broker | Exam | Pre-Exam | No | Additional criminal information needed |

v. Certificate Information

Certificate Information

Profession: Broker

Signatures: moore.bmp moore.bmp

Certificate Title:

Certificate Authorization:

Certificate Text:

Signature1 Name:

Signature2 Name:

Wallet Card Description: Real Estate Broker

vi. Commission Attorney

| Commission Attorney | | | | | | | | | |
|-------------------------------------|--------------------|---------------------|---------------------------|--------------------------|---------|----|------------|---------------|-----------|
| Commission Lawfirm | Attorney Last Name | Attorney First Name | Address | 2nd Address | City | St | Zip | Phone | 2nd Phone |
| Kinsey, Robinson, Boucher, & Hinkle | Kinsey Jr. | Robert D. | 601 Lincoln Square | 121 S 13 St PO Box 85778 | Lincoln | NE | 68501- | (402)438-1313 | () - |
| Morris & Titus | Titus | Jim R. | 4645 Normal Blvd, Ste 272 | | Lincoln | NE | 68506-5823 | (402)434-9090 | () - |
| Harding & Shultz, PC | Barton | Gregory D. | 800 Lincoln Sq | 121 S 13th St PO Box 620 | Lincoln | NE | 68501-2028 | () - | () - |
| Harding & Shultz, PC | Prochaska | Adam J | 800 Lincoln Sq | 121 S 13th St PO Box 620 | Lincoln | NE | 68501-2028 | () - | () - |

vii. Complaint Activities
(partial list)

| Complaint Activities | |
|-------------------------|--|
| Complaint Activity Code | Complaint Activity Description |
| | Accepted Stipulation & Consent; Letter Sent to Complainant |
| | Accepted Stipulation & Consent; Letter Sent to Respondent |
| | Action by Commission |
| | Affidavit, Application, & Order sent to Respondent - 1st Circuit |
| | Affidavit, Application, & Order sent to Respondent - Certified |
| | Amend Complaint - Commission Action on Investigative Matter |
| | Amended Answer Received |
| | Amended Complaint Filed |
| | Answer Extension Due Date |
| | Answer Extension Requested |
| | Answer Returned for Amendment |
| | Appeal Affirmed |
| | Appeal Summons Received |
| | Appealed to District Court |
| | Appealed to Supreme Court |
| | Application for Order to Show Cause filed |
| | Cease and Desist Letter Sent |
| | Complaint Placed in Abeyance - Commission Action on Investigative Matter |
| | Complaint Received |
| | Complaint Received Letter Sent to Commissioners |
| | Complaint Received Letter Sent to Complainant |
| | Complaint Returned for Amendments |
| | Complaint Sent to Respondent for Answer |
| | Continuing Education Completed & Letter Sent |
| | Copy of Respondent's Answer Sent to Attorney |
| | Court Reporter Notified |

viii. Complaint Sources

| Complaint Sources | |
|-----------------------|---------------------------------|
| Complaint Source Code | Complaint Source Description |
| COM | Nebraska Real Estate Commission |
| LIC | Another Licensee |
| PUB | Public |

ix. Complaint Status

| Complaint Status | |
|-----------------------|---------------------------------|
| Complaint Status Code | Complaint Status Description |
| AAM | Awaiting Amendment |
| ACM | Amended - Answer Not Received |
| APP | Appeal |
| CLO | Closed |
| CNT | Continued |
| CON | Continued - Hearing Scheduled |
| CTD | Continued From Previous Meeting |
| HCA | Hold for Civil Action |
| HCC | Holding in Abeyance |
| HRG | Hearing Scheduled |
| INV | Investigation |
| NRC | Answer Not Received |
| NRN | Not Currently Renewed |
| NSN | Not Sent For Answer |
| OPE | Opened |
| PND | Pending Consent Agreement |
| SET | Hearing to be Set |

x. Continuing Education States
(list contains all states and jurisdictions)

xi. Corporation Officers

| Corporation Officers | |
|----------------------|---------------------|
| Key | Officer Description |
| 1 | President |
| 3 | Vice President |
| 4 | Secretary |
| 5 | Other |
| 6 | Treasurer |

xii. Course Categories

| Course Categories | |
|----------------------|---------------------------------|
| Course Category Code | Course Category Description |
| 1 | Continuing Education |
| 2 | Pre Licensing |
| 3 | Designated Continuing Education |
| 4 | Broker-Approved Training |

xiii. Course Status

| Course Types | |
|--------------|---------------------------|
| Status Code | Course Status Description |
| 1 | Approved |
| 2 | Denied |
| 3 | Expired |
| 4 | In Process |
| 5 | On Appeal |
| 6 | Under Review |

xiv. E and O Insurance Types

| E and O Insurance | |
|-------------------|--------------------|
| Code | E and O Insurance |
| 1 | Commission Offered |
| 3 | Group |
| 2 | Individual |
| 4 | Not Specified |

xv. Education Level

| Education Level | |
|------------------|--|
| Education Level | |
| High School | |
| GED | |
| Foreign Graduate | |
| None | |
| N/A | |

xvi. Education School Codes

| Education School Codes | |
|------------------------|------|
| Education Provider | Code |
| 11543 | 0001 |
| 11544 | 0002 |
| 11541 | 0003 |
| 11540 | 0004 |
| 11547 | 0006 |
| 11587 | 0007 |
| 11593 | 0008 |
| 11545 | 0009 |
| 11563 | 0011 |
| 11560 | 0021 |
| 11579 | 0022 |
| 11581 | 0023 |
| 11582 | 0025 |
| 11584 | 0027 |
| 11575 | 0019 |
| 11576 | 0020 |
| 11548 | 0004 |
| 11552 | 0018 |
| 11568 | 0014 |
| 11573 | 0016 |
| 11550 | 0017 |
| 11583 | 0026 |
| 11585 | 0028 |
| 20086 | 0005 |

xvii. Exam Location

| Examination Locations | |
|-----------------------|--------------|
| Loc. # | City |
| 2482 | Lincoln |
| 2491 | North Platte |
| 2464 | Omaha |
| 2478 | Scottsbluff |

xviii. Exam Fee
(partial list)

| Fee Type | | |
|----------|---|-------------------------------------|
| Number | Description | Orig. Fee |
| 75 | Amend Mem Camp Reg | <input type="checkbox"/> |
| 34 | Application - Approved CED Provider | <input type="checkbox"/> |
| 42 | Application - Listed | <input type="checkbox"/> |
| 41 | Application - Not Listed | <input type="checkbox"/> |
| 45 | Application - Reinstatement | <input type="checkbox"/> |
| 22 | Application by Credentials | <input type="checkbox"/> |
| 14 | Application by Examination | <input type="checkbox"/> |
| 4 | Application Limited | <input type="checkbox"/> |
| 38 | Application Registration | <input type="checkbox"/> |
| 68 | Branch Original License Fee | <input checked="" type="checkbox"/> |
| 70 | Branch Renewal | <input type="checkbox"/> |
| 35 | Broker Original License Fee | <input checked="" type="checkbox"/> |
| 78 | Certificate of License History | <input type="checkbox"/> |
| 12 | Certification - Limited Liability | <input type="checkbox"/> |
| 48 | Certification - Profession Corporation | <input type="checkbox"/> |
| 55 | Commission Meeting Minutes Subscription | <input type="checkbox"/> |
| 40 | Duplicate | <input type="checkbox"/> |
| 24 | Duplicate - Facility, Lost, or Stolen | <input type="checkbox"/> |
| 13 | Duplicate - Replacement | <input type="checkbox"/> |
| 21 | Endorsement Application | <input type="checkbox"/> |
| 63 | Exam Results Mailing List | <input type="checkbox"/> |
| 16 | Failure to Complete Continuing Ed | <input type="checkbox"/> |
| 17 | Failure to File Continuing Ed | <input type="checkbox"/> |
| 18 | Failure to Report Address Change | <input type="checkbox"/> |
| 19 | Failure to Report Name Change | <input type="checkbox"/> |
| 28 | HSP Application | <input type="checkbox"/> |
| 29 | HSP Renewal | <input type="checkbox"/> |
| 59 | Labels | <input type="checkbox"/> |

xix. Institution Type

| Institution Type | |
|------------------|---------------|
| Key | Description |
| 1 | Administrator |
| 2 | Commissioner |
| 3 | Miscellaneous |
| 4 | Library |

xx. Investigators

| Investigators | |
|-------------------|-------------------|
| Investigator Code | Investigator Name |
| 01 | Terry Mayrose |
| 02 | Duran Cell |

xxi. Letter Signatures

| Letter Signatures | | | |
|-------------------|------------------|-----------------------------|--------------|
| System Name | Signature | Title | Bitmap |
| Chair | John A. Gale | Chairperson | galesig.bmp |
| Enforce | Duran Cell | Deputy Director for Enforc | |
| License | Pat Menousek | Licensing Secretary | menousek.bmp |
| Director2 | Greg Lemon | Director | glemon.bmp |
| Depiced | Monica Rut | Deputy Director for Licensi | mrut.bmp |
| Director | Greg Lemon | Director | glemon.bmp |
| Education | Tawny Snider | Education & Enforcement S | snider2.bmp |
| AA | Monica Rut | Deputy Director for Licensi | |
| Transfer | Pat Menousek | Transfer Secretary | menousek.bmp |
| Edusec | Tawny Snider | Education & Enforcement S | snider2.bmp |
| Finance | Hillary Pospisil | Finance Officer | |
| app info | Marilyn Masters | Application Secretary | mmasters.bmp |

xxii. Letter Types

(partial list)

| Letter Types | |
|--|--|
| Letter Type | Description |
| Broker Notification of Employees Expir | Broker Notification of Employees Expiring Ins. |
| 2nd Pocket Card Request | 2nd Pocket Card Request |
| 3rd Pocket Card Request | 3rd Pocket Card Request |
| 4th Pocket Card Request | 4th Pocket Card Request |
| Application - After deadline | Application After Deadline |
| Application - Canceled No Date | Application Canceled No Date |
| Application - Canceled Too Late | Application Canceled Too Late |
| Application - Education After Deadline | Application Education after deadline |
| Application - Exam Approved | Application Exam Approved |
| Application - Initial Letter | Application Initial Letter |
| Application Missing Items - Pre-exam | Application Missing Items - Pre-exam |
| Application Missing Items - Pre-License | Application Missing Items - Pre-License |
| Application - Non Complete | Application Non Complete |
| Application - Question | Application Question |
| Application - Rescheduled | Application Rescheduled |
| Application - Retake | Application Retake |
| Broker Not. of Employees Expired Insurance | Broker Not. of Employees Expired Insurance |
| Broker Notif. of Employees Renewed as In | Broker Notif. of Employees Renewed as Inact |
| Broker Notification of Expired E & O | Broker Notification of Expired E & O |
| Business Address Change | Business Address Change |
| Business Name Change | Business Name Change |
| Closed Trust Account | Closed Trust Account |
| Completed Ind. Transfer | Completed Ind. Transfer |
| Group Transfer Items Requested | Group Transfer Items Requested |

xxiii. Level of Difficulty

| Level of Difficulty | |
|--------------------------|---------------------------------|
| Level of Difficulty Code | Level of Difficulty Description |
| 2 | Advanced |
| 1 | Basic |
| 3 | Intermediate |
| 4 | Not Specified |

xxiv. License Status

| License Status Code | License Status Description |
|---------------------|----------------------------|
| 0 | Unknown |
| 2 | Lapsed |
| 3 | Active |
| 4 | Restricted |
| 5 | Probation |
| 6 | Suspended |
| 7 | Revoked |
| 8 | Retired |
| 9 | Surrendered |
| 10 | Deceased |
| 11 | Inactive |
| 12 | Not Renewing |
| 13 | Pending Examination |
| 14 | Pending Licensing |
| 15 | Renewal Sent/No Pymt |
| 16 | Never Licensed |
| 17 | Ended Process |
| 18 | Non Renewed |
| 19 | Void |

xxv. National Exam Minimum

| National Exam Minimum Score | | | |
|-----------------------------|---------------|------------|------------|
| Exam | Minimum Score | From Date | Thru Date |
| National | 75 | 01/01/1990 | 00/00/0000 |
| State | 75 | 01/01/1990 | 00/00/0000 |

xxvi. Payment Type

| Payment Type | | |
|--------------|-----------------|---------|
| Code | Description | Deposit |
| 8 | ACH | Yes |
| 1 | Cash | Yes |
| 4 | Cashier's Check | Yes |
| 5 | Certified Check | Yes |
| 2 | Check | Yes |
| 6 | Credit Card | Yes |
| 7 | IBT | No |
| 3 | Money Order | Yes |

xxvii. Profession Fees
(Partial List)

| Profession Fees | | | | | |
|-----------------|-----------------------------|--------|------------|------------|---------------------|
| Profession | Fee Type | Amount | From | Through | Accounting Codes |
| Broker | License Application Fee | 135.00 | 01/01/1980 | 00/00/0000 | Application Fees |
| Broker | License Examination Fee | 150.00 | 01/01/1980 | 00/00/0000 | Examination Fees |
| Broker | Retake of Exam | 150.00 | 01/01/1980 | 00/00/0000 | Examination Fees |
| Broker | Renewal | 290.00 | 01/01/1980 | 00/00/0000 | Broker Renewal Fees |
| Broker | Late Renewal | 25.00 | 01/01/1980 | 00/00/0000 | Late Fees |
| Broker | Broker Original License Fee | 145.00 | 01/01/1980 | 00/00/0000 | Broker License |
| Broker | Transfer | 25.00 | 01/01/1980 | 00/00/0000 | Broker Transfer |
| Broker | Trust Account Manual | 10.00 | 01/01/1980 | 00/00/0000 | Publications/Copies |

xxviii. Professions

| Professions | | | | | | | | | | | |
|------------------------|------|------|------|-------------------|-------|-----------------|--------------------|-------------------|-------------|------------------|---------------------------|
| Profession | Code | Abbr | Term | Eff Year, Mo, Day | | Education Hours | Type | Temporary License | Con Ed Term | Con Ed Carry Hrs | Wallet Description |
| Broker | 100 | BRKR | 12 | Annual | 01 01 | 18.00 | Broker | No | 24 | 0 | Real Estate Broker |
| Salesperson | 300 | SLMN | 12 | Annual | 01 01 | 18.00 | Salesperson | No | 24 | 0 | Real Estate Salesperson |
| Reciprocal Broker | 500 | BRKR | 12 | Annual | 01 01 | 18.00 | Broker | No | 24 | 0 | Real Estate Broker |
| Reciprocal Salesperson | 700 | SLMN | 12 | Annual | 01 01 | 18.00 | Salesperson | No | 24 | 0 | Real Estate Salesperson |
| Branch | 800 | BRCH | 12 | Annual | 01 01 | | Branch | No | | | Real Estate Branch Office |
| Library | 904 | | | | | | Instructor | No | | | |
| Miscellaneous | 905 | | | | | | Instructor | No | | | |
| Instructor | 925 | INST | 36 | Odd & Even | 01 01 | | Instructor | Yes | | | |
| Education Provider | 975 | PROV | 36 | Odd & Even | 01 01 | | Education Provider | No | | | |

xxix. Rejection Reasons
(Partial listing)

| Rejection Reasons | | | |
|-------------------|------------|------|--|
| Type of Renewal | Profession | Code | Rejection Reason Description |
| Renew | Broker | 1 | Remit correct fee. |
| Renew | Broker | 2 | Renewal application must be signed. |
| Renew | Broker | 3 | Renewal application must be submitted. |
| Renew | Broker | 4 | Check must be signed. |
| Renew | Broker | 5 | Renewal application is incomplete. |
| Renew | Broker | 6 | Make check payable to Nebraska Real Estate Commission. |
| Renew | Broker | 7 | Continuing Education is incomplete. |
| Renew | Broker | 8 | Errors & Omissions Insurance |
| Renew | Broker | 9 | Other |
| Inactive | Broker | 10 | Remit correct fee. |

xxx. Related Individual Type

| Related Individual Types | | | |
|--------------------------|-------------------------|-------------------------------------|-------------------------------------|
| Ind. Code | Related Individual Type | Display on Reg. | Print Name and Add. |
| 1 | Officer of Corp | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Director | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | Shareholder | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4 | Professional Emp | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5 | Developer | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6 | Manager | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7 | Campground Sales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 | Member | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9 | Campground Op | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10 | Applicant | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11 | Broker | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

xxxi. Renewal Type

| Renewal Type | |
|--------------|----------------------|
| Key | Renewal Type |
| 0 | Renew |
| 1 | Inactive |
| 2 | Revoke |
| 3 | Retired/Do Not Renew |
| 4 | Not Renewing |
| 5 | Reinstatement |
| 6 | Reactivation |
| 7 | Suspend |
| 8 | Probation |

xxxii. Reprint Reasons

| Reprint Reasons | |
|-----------------|-------------------|
| Key | Reprint Reason |
| 1 | New License |
| 2 | Correction |
| 3 | Duplicate |
| 4 | Renewal |
| 88 | Broker Correction |
| 99 | Reprint |

xxxiii. Special Registration Status

| Special Registration Status | |
|-----------------------------|-----------------------------|
| Code | Special Registration Status |
| 1 | Approved |
| 2 | Cancelled |
| 3 | Void |
| 4 | Pending |
| 5 | Expired |

xxxiv. Special Registration Types

| Special Registration Type | | |
|---------------------------|----------------------------|-------------------------------------|
| Code | Special Registration Type | To Web |
| 1 | Professional Corporation | <input type="checkbox"/> |
| 2 | Limited Liability Company | <input type="checkbox"/> |
| 3 | Retirement Community | <input type="checkbox"/> |
| 4 | Subdivisions | <input type="checkbox"/> |
| 5 | Time-Share Projects | <input type="checkbox"/> |
| 6 | Sub-Divided Lands Projects | <input type="checkbox"/> |
| 7 | Campgrounds | <input type="checkbox"/> |
| 8 | Exchange Agent | <input type="checkbox"/> |
| 9 | Background Check | <input checked="" type="checkbox"/> |

xxxv. State-Provinces Codes

A complete list of all states and jurisdictions

xxxvi. Sub Accounting Codes

(partial listing)

| Sub Accounting Codes | | | |
|----------------------|----------|---------|--------------------------------|
| Line Code | Activity | Account | Description |
| 41-00-2411-77-00 | 80 | 7525 | Amed Mem Camp Reg |
| 41-00-2411-77-00 | 30 | 7534 | Application Fees |
| 41-00-2411-77-00 | 20 | 7515 | Branch License |
| 41-00-2411-77-00 | 20 | 7519 | Branch Renewal Fees |
| 41-00-2411-77-00 | 20 | 7512 | Broker License |
| 41-00-2411-77-00 | 20 | 7516 | Broker Renewal Fees |
| 41-00-2411-77-00 | 40 | 7413 | Broker Transfer |
| 41-00-2411-77-00 | 20 | 7416 | Certificate of License History |
| 41-00-2411-77-00 | 60 | 4222 | Conference Registration Fee |
| 41-00-2411-77-00 | 30 | 7532 | Examination Fees |
| 41-00-6127-00-00 | 00 | 8510 | Fining Authority |

xxxvii. Transfer Check List

(partial listing)

| Transfer Check List | |
|---------------------------|--|
| Transfer Type | Transfer Check List Description |
| Broker to Broker | Transfer Fee |
| Broker to Broker | Employing Broker Letter to Employ |
| Broker to Broker | Request to Transfer |
| Broker to Broker | Errors & Omissions Insurance |
| Broker to Broker | Continuing Education Current |
| Broker to Broker | Wall Certificate or Notification to Prior Broker |
| Broker to Broker | Other |
| Broker to Broker | Lost Wall License Affidavit |
| Self-employed Broker to E | Transfer Fee |
| Self-employed Broker to E | Employing Broker Letter to Employ |
| Self-employed Broker to E | Letter of Intent or Request to Transfer |
| Self-employed Broker to E | Errors & Omissions Insurance |
| Self-employed Broker to E | Continuing Education Current |
| Self-employed Broker to E | Lost Wall License Affidavit |
| Self-employed Broker to E | Wall Certificate or Notification to Prior Broker |
| Self-employed Broker to E | Other |
| Inactive to Broker | Transfer Fee |
| Inactive to Broker | Employing Broker Letter to Employ |
| Inactive to Broker | Request to Transfer from Licensee |
| Inactive to Broker | Errors & Omissions Insurance |
| Inactive to Broker | Continuing Education Current |
| Inactive to Broker | Wall Certificate or Notification to Prior Broker |
| Inactive to Broker | Lost Wall License Affidavit |

xxxviii. Transfer Type

| Transfer Type | |
|---------------|----------------------------------|
| Code | Transfer Type |
| 1 | Broker to Broker |
| 2 | Self-employed Broker to Broker |
| 3 | Inactive to Broker |
| 4 | Broker to Self-employed Broker |
| 5 | Broker to Inactive |
| 6 | Self-employed Broker to Inactive |
| 7 | Inactive to Self-employed Broker |
| 8 | Inactive Salesperson to Active |
| 9 | Salesperson to Inactive |
| 10 | Branch to Close |

xxxix. Zip Codes

A complete list of all zip codes is entered

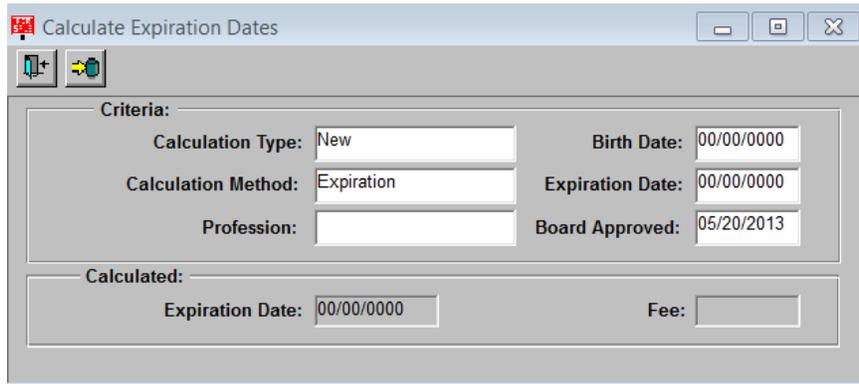
1. *User maintenance*



A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains three text input fields: "User ID:" with the value "monica.rut", "Password:", and "Re-enter Password:". At the bottom, there are two buttons: "Ok" and "Cancel".

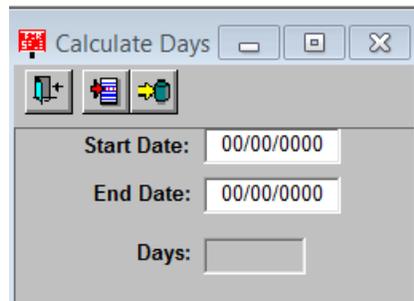
2. *Logon*

3. *Calculate Expiration*



A dialog box titled "Calculate Expiration Dates" with standard window controls (minimize, maximize, close) in the top right. It features a toolbar with icons for help, refresh, and back. The main area is divided into two sections: "Criteria:" and "Calculated:". Under "Criteria:", there are six fields: "Calculation Type:" (New), "Calculation Method:" (Expiration), "Profession:" (empty), "Birth Date:" (00/00/0000), "Expiration Date:" (00/00/0000), and "Board Approved:" (05/20/2013). Under "Calculated:", there are two fields: "Expiration Date:" (00/00/0000) and "Fee:" (empty).

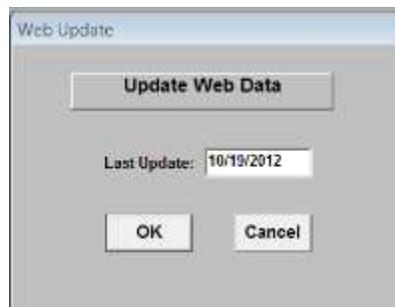
4. *Calculate Days*



A dialog box titled "Calculate Days" with standard window controls in the top right. It features a toolbar with icons for help, refresh, and back. The main area contains three fields: "Start Date:" (00/00/0000), "End Date:" (00/00/0000), and "Days:" (empty).

5. *Update Web Data*

This screen will compile all data in the system not just updated data since last update.



A dialog box titled "Web Update" with a large button labeled "Update Web Data". Below the button is a field for "Last Update:" with the value "10/19/2012". At the bottom, there are two buttons: "OK" and "Cancel".

6. Display Web Data

This will show all information which is in the export files.

Web Licensee Information

| | | | |
|---------------------|-------------------|--------------------|----------------|
| Wb Prc Key: | 1319 | Wb Prc H Address: | 962 Co Rd 1609 |
| Wb Prc Last Name: | Rut | Wb Prc H 2Address: | |
| Wb Prc First Name: | William | Wb Prc City: | Dorchester |
| Wb Prc Middle Name: | Eugene | Wb Prc H State: | NE |
| Wb Prc Suffix: | | Wb Prc H Zip: | 68343000 |
| Wb Prc E Mail: | wrs@rtauction.com | Wb Prc H County: | Saine |
| Wb Prc Contact: | Work | Wb Prc H Country: | |
| Wb Prc W Address: | 133 Maple, Ste B | Wb Prc H Phone: | (402) 945-6731 |
| Wb Prc W 2address: | | Wb Prc H Fax: | |
| Wb Prc W City: | Friend | Wb Prc O Address: | |
| Wb Prc W State: | NE | Wb Prc O 2address: | |
| Wb Prc W Zip: | 68359-0000 | Wb Prc O City: | |
| Wb Prc W Cnty: | Saine | Wb Prc O State: | |
| Wb Prc W Cntry: | USA | Wb Prc O Zip: | |
| Wb Prc W Phone: | (402) 947-2301 | Wb Prc O City: | |
| Wb Prc W Fax: | (402) 947-2301 | Wb Prc O Cntry: | |
| | | Wb Prc O Phone: | |
| | | Wb Prc O Fax: | |

Web License Information

| | |
|-------------------------|---|
| Wb Lic Key: | 7250 |
| Wb Lic Prc Key: | 7250 |
| Wb Lic Emp Broker Key: | |
| Wb Lic Number: | 0930253 |
| Wb Lic Orig Issue Date: | 05/04/1993 |
| Wb Lic Issue Date: | 01/01/2012 |
| Wb Lic Exp Date: | 12/31/2013 |
| Wb Lic Profession: | Broker |
| Wb Lic Status: | Active |
| Wb Lic Lpsd Date: | |
| Wb Lic Wdrl Date: | |
| Wb Lic Reinst Date: | |
| Wb Lic Org Name: | Ambassador Real Estate Company |
| Wb Lic Brkr Trade Name: | **The Prudential Ambassador Real Estate |

Web Continuing Education

| | |
|-----------------------------|--------------------------------|
| Wb Educ Prc Key: | 7250 |
| Wb Educ Lic Key: | 7250 |
| Wb Educ Date Taken: | 11/09/1999 |
| Wb Educ Beg Ed Date: | 01/01/1998 |
| Wb Educ End Ed Date: | 12/31/1999 |
| Wb Educ Provider: | Randall School of Real Estate |
| Wb Educ Course Activity No: | 0019R |
| Wb Educ Course Activity: | Writing the Purchase Agreement |
| Wb Educ Hours: | 3.00 |
| Wb Educ Cont Ed Met: | |

(one screen for each course)

Web Broker Branch Information

| | |
|------------------|----------------------|
| Wb Brc Key: | 496 |
| Wb Brc Prc Key: | 7250 |
| Wb Brc Lic Key: | 22266 |
| Wb Brc Address: | 108 N 49 St, Ste 213 |
| Wb Brc 2address: | |
| Wb Brc City: | Omaha |
| Wb Brc State: | NE |
| Wb Brc Zip: | 68132- |
| Wb Brc Phone: | (402) 614-1514 |
| Wb Brc Fax: | |
| Wb Brc Cnty: | |
| Wb Brc Mgr: | Thomas, Brian Alan |

Web Licenses in Other States Information

| | |
|----------------------------------|--------|
| Wb Othlic Key: | 1027 |
| Wb Othlic Prc Key: | 7250 |
| Wb Othlic St: | IA |
| Wb Othlic Profession: | Broker |
| Wb Othlic Certificate: | |
| Wb Othlic Expiration Date: | |
| Wb Othlic Status: | |
| Wb Othlic Verification Received: | |

Web Public Complaint Information

| | |
|---------------------|------------|
| Wb Cmp Key: | 621 |
| Wb Cmp Prc Key: | 7250 |
| Wb Cmp Cmp Number: | 2008030 |
| Wb Ca Ord Date: | 01/22/2009 |
| Wb Ca From Date: | |
| Wb Ca To Date: | |
| Wb Ca Ce Due Date: | |
| Wb Ca Ce Rcvd Date: | |
| Wb Ca Action: | CEN |
| Wb Ca Notes: | |

Leisey, Vincent W - Web E and O Insurance

Wb Ins Key: 4256

Wb Ins Prc Key: 7250

Wb Ins Type: Group

Wb Ins Effective: 02/01/2012

Wb Ins Expiration: 01/31/2013

Wb Ins Past Expiration: 02/01/2012

Wb Ins State: CO

7. Export Web Data

Nebraska Real Estate Commission

File Utilities Reports Window Help

- Modify DDLBs
- User Maintenance
- Logon
- Calculate Expiration
- Calculate Days
- Update Web Data
- Display Web Data
- Export Web Data
 - Web Practitioner Export
 - Web License Data
 - Web Branch Data
 - Web E O Insurance Data
 - Web Education Data
 - Web Licenses in Other States Data
 - Web Public Complaint Data
- Export Web Data - Special. Reg.
- Import Web Data
- Import Failed Report

The following screens are the data that once saved will be the export file and sent to the web server.

Query Mode - Web Licensee Information

| | | | |
|--------------------|--|-------------------|--|
| Wb Prc Key | | Wb Prc H Address | |
| Wb Prc Last Name | | Wb Prc H 2Address | |
| Wb Prc First Name | | Wb Prc City | |
| Wb Prc Middle Name | | Wb Prc H State | |
| Wb Prc Suffix | | Wb Prc H Zip | |
| Wb Prc E Mail | | Wb Prc H County | |
| Wb Prc Contact | | Wb Prc H Country | |
| Wb Prc W Address | | Wb Prc H Phone | |
| Wb Prc W 2address | | Wb Prc H Fax | |
| Wb Prc W City | | Wb Prc O Address | |
| Wb Prc W State | | Wb Prc O 2address | |
| Wb Prc W Zip | | Wb Prc O City | |
| Wb Prc W Cnty | | Wb Prc O State | |
| Wb Prc W Cntry | | Wb Prc O Zip | |
| Wb Prc W Phone | | Wb Prc O Cnty | |
| Wb Prc W Fax | | Wb Prc O Cntry | |
| | | Wb Prc O Phone | |
| | | Wb Prc O Fax | |

Query Mode - Web License Information

Wb Lic Key:

Wb Lic Prc Key:

Wb Lic Emp Broker Key:

Wb Lic Number:

Wb Lic Orig Issue Date:

Wb Lic Issue Date:

Wb Lic Exp Date:

Wb Lic Profession:

Wb Lic Status:

Wb Lic Lpsd Date:

Wb Lic Wdrl Date:

Wb Lic Reinst Date:

Wb Lic Org Name:

Wb Lic Brkr Trade Name:

Query Mode - Web Broker Branch Information

Wb Brc Key:

Wb Brc Prc Key:

Wb Brc Lic Key:

Wb Brc Address:

Wb Brc 2address:

Wb Brc City:

Wb Brc State:

Wb Brc Zip:

Wb Brc Phone:

Wb Brc Fax:

Wb Brc Cnty:

Wb Brc Mgr:

Query Mode - Web E and O Insurance

Wb Ins Key:

Wb Ins Prc Key:

Wb Ins Type:

Wb Ins Effective:

Wb Ins Expiration:

Wb Ins Past Expiration:

Wb Ins State:

Query Mode - Web Continuing Education

| | |
|-----------------------------|----------------------|
| Wb Educ Prc Key: | <input type="text"/> |
| Wb Educ Lic Key: | <input type="text"/> |
| Wb Educ Date Taken: | <input type="text"/> |
| Wb Educ Beg Ed Date: | <input type="text"/> |
| Wb Educ End Ed Date: | <input type="text"/> |
| Wb Educ Provider: | <input type="text"/> |
| Wb Educ Course Activity No: | <input type="text"/> |
| Wb Educ Course Activity: | <input type="text"/> |
| Wb Educ Hours: | <input type="text"/> |
| Wb Educ Cont Ed Met: | <input type="text"/> |

Query Mode - Web Licenses in Other States Information

| | |
|----------------------------------|----------------------|
| Wb Othlic Key: | <input type="text"/> |
| Wb Othlic Prc Key: | <input type="text"/> |
| Wb Othlic St: | <input type="text"/> |
| Wb Othlic Profession: | <input type="text"/> |
| Wb Othlic Certificate: | <input type="text"/> |
| Wb Othlic Expiration Date: | <input type="text"/> |
| Wb Othlic Status: | <input type="text"/> |
| Wb Othlic Verification Received: | <input type="text"/> |

Query Mode - Web Public Complaint Information

| | |
|---------------------|----------------------|
| Wb Cmp Key: | <input type="text"/> |
| Wb Cmp Prc Key: | <input type="text"/> |
| Wb Cmp Cmp Number: | <input type="text"/> |
| Wb Ca Ord Date: | <input type="text"/> |
| Wb Ca From Date: | <input type="text"/> |
| Wb Ca To Date: | <input type="text"/> |
| Wb Ca Ce Due Date: | <input type="text"/> |
| Wb Ca Ce Rcvd Date: | <input type="text"/> |
| Wb Ca Action: | <input type="text"/> |
| Wb Ca Notes: | <input type="text"/> |

8. Export Web Data – Special Reg.

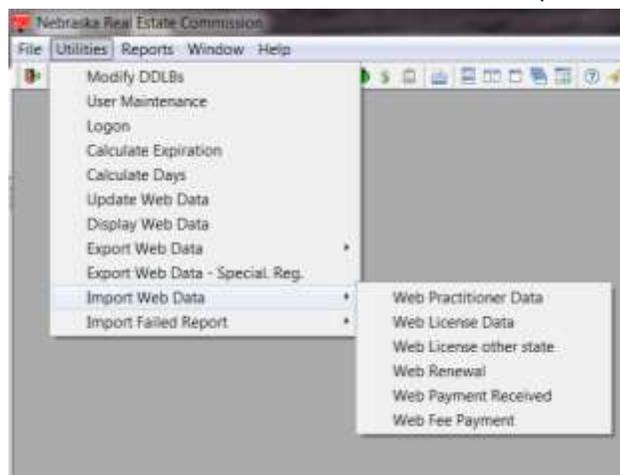
The following screen is the data that once saved will be the export file and sent to the web server.

The screenshot shows a data entry form with the following fields:

| | | | |
|---------------------|--|-------------------------|--|
| Wb Spr key: | | Wb Spr phone: | |
| Wb Spr type: | | Wb Spr fax: | |
| Wb Spr last Name: | | Wb Spr email: | |
| Wb Spr first Name: | | Wb Spr status: | |
| Wb Spr middle Name: | | Wb Spr orig Issue Date: | |
| Wb Spr suffix: | | Wb Spr issue Date: | |
| Wb Spr entity Name: | | Wb Spr exp Date: | |
| Wb Spr units: | | Wb Spr renewal Date: | |
| Wb Spr buildings: | | Wb Spr notes: | |
| Wb Spr intervals: | | Date Updated: | |
| Wb Spr lots: | | Updated By: | |
| Wb Spr address: | | Wb Spr name: | |
| Wb Spr address: | | Wb Spr status Desc: | |
| Wb Spr city: | | Wb Spr type Desc: | |
| Wb Spr state: | | | |
| Wb Spr zip: | | | |
| Wb Spr county: | | | |

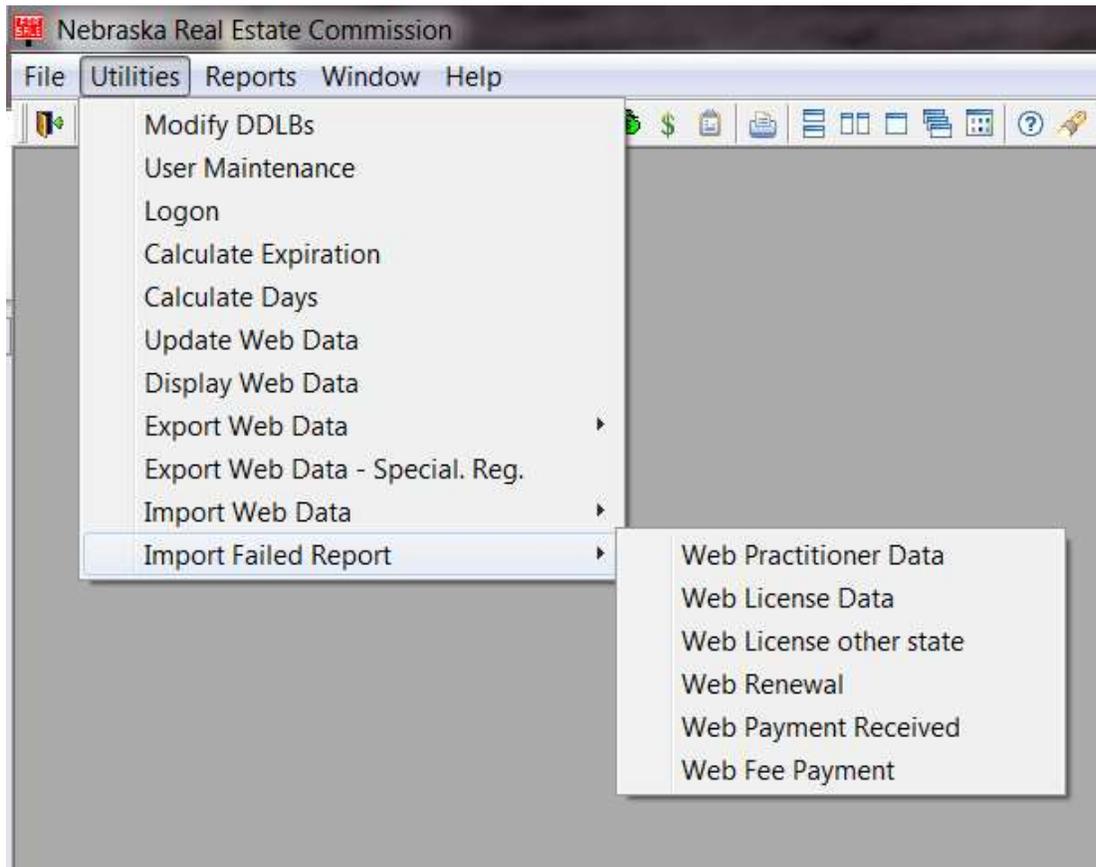
9. Import Web Data

These are the screens are used to import the renewal data captured on our website.

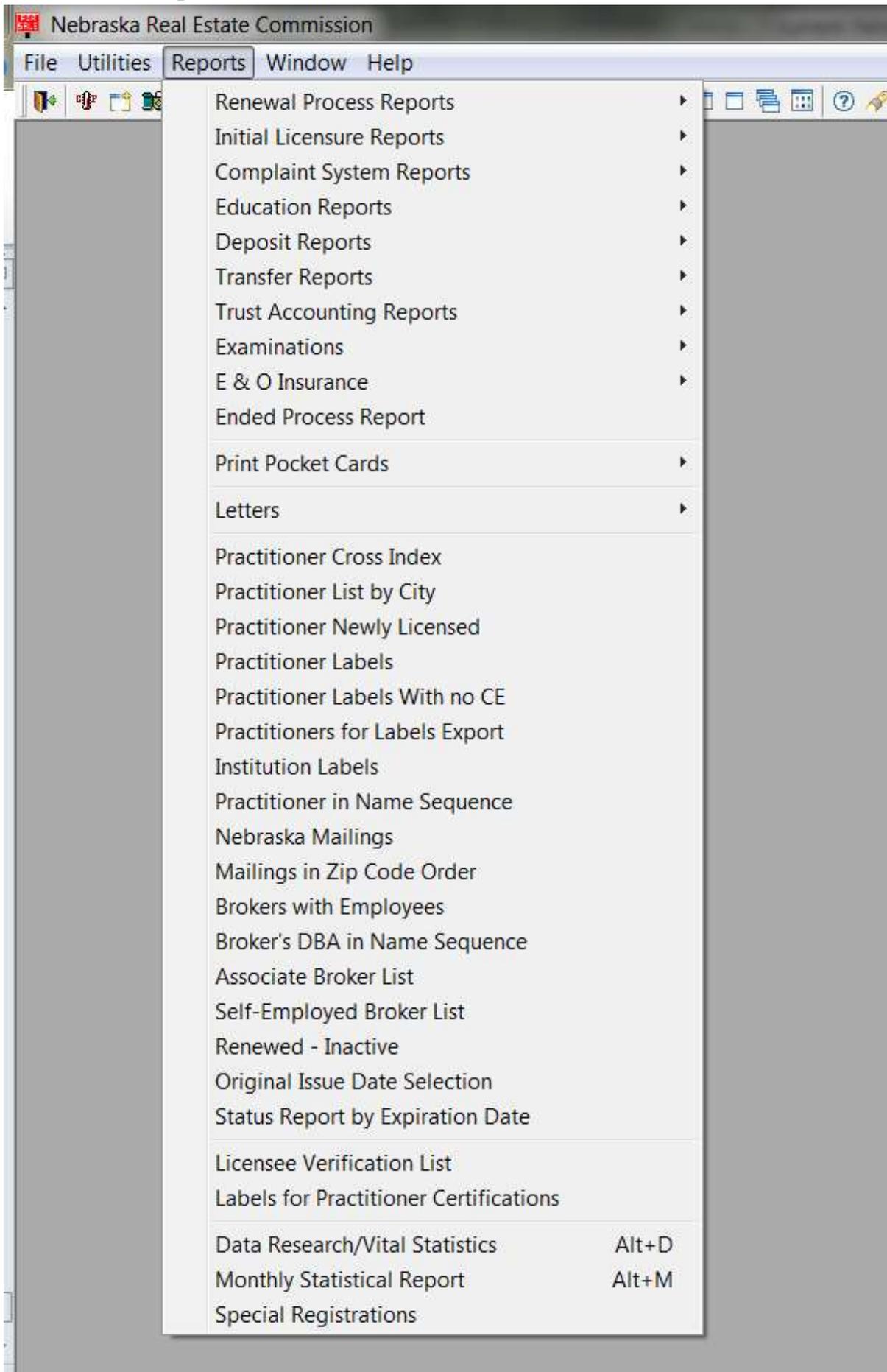


10. Import Failed Report

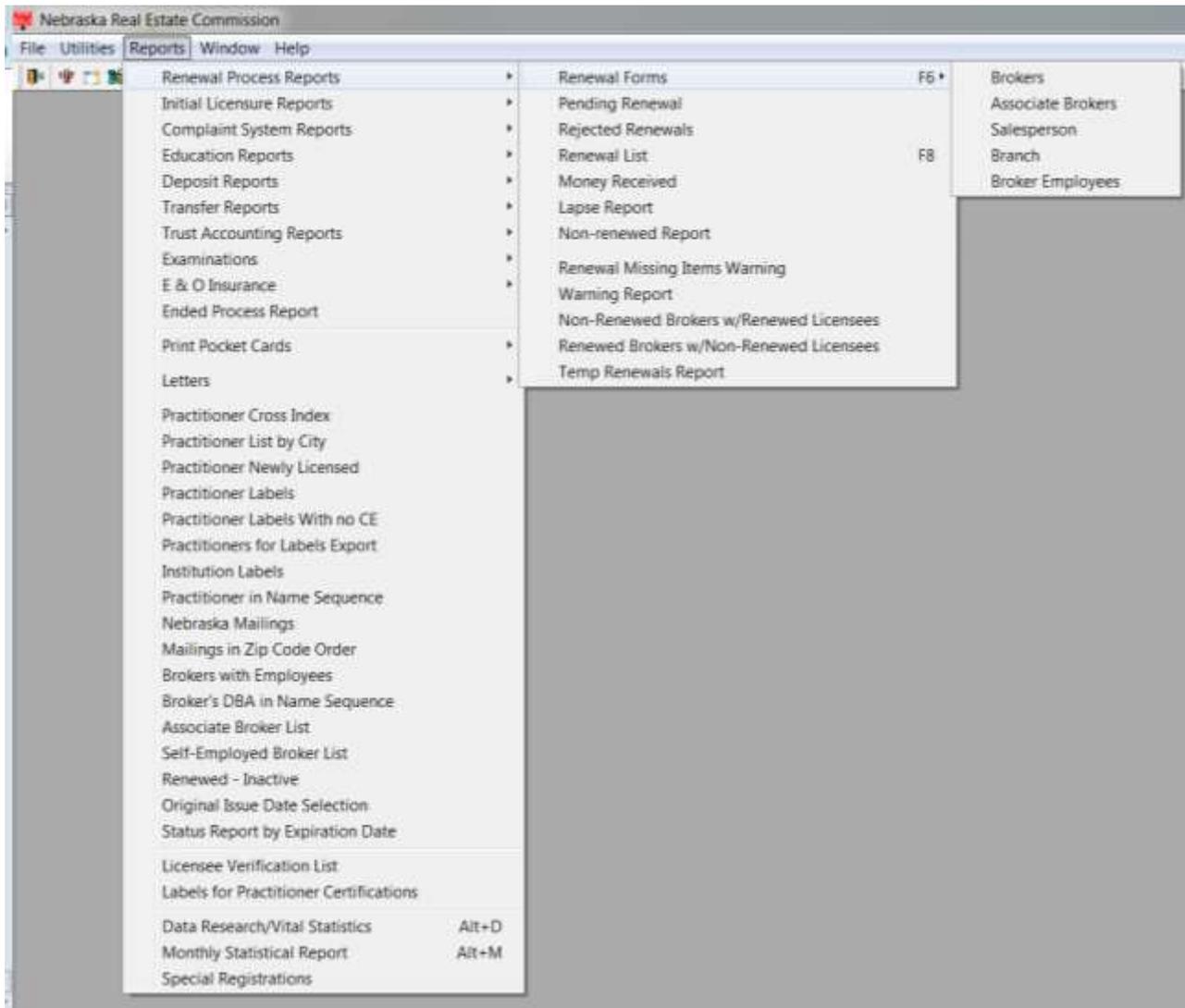
Should an import fail, a report is produced to show which record did not import.



18. Reports Menu

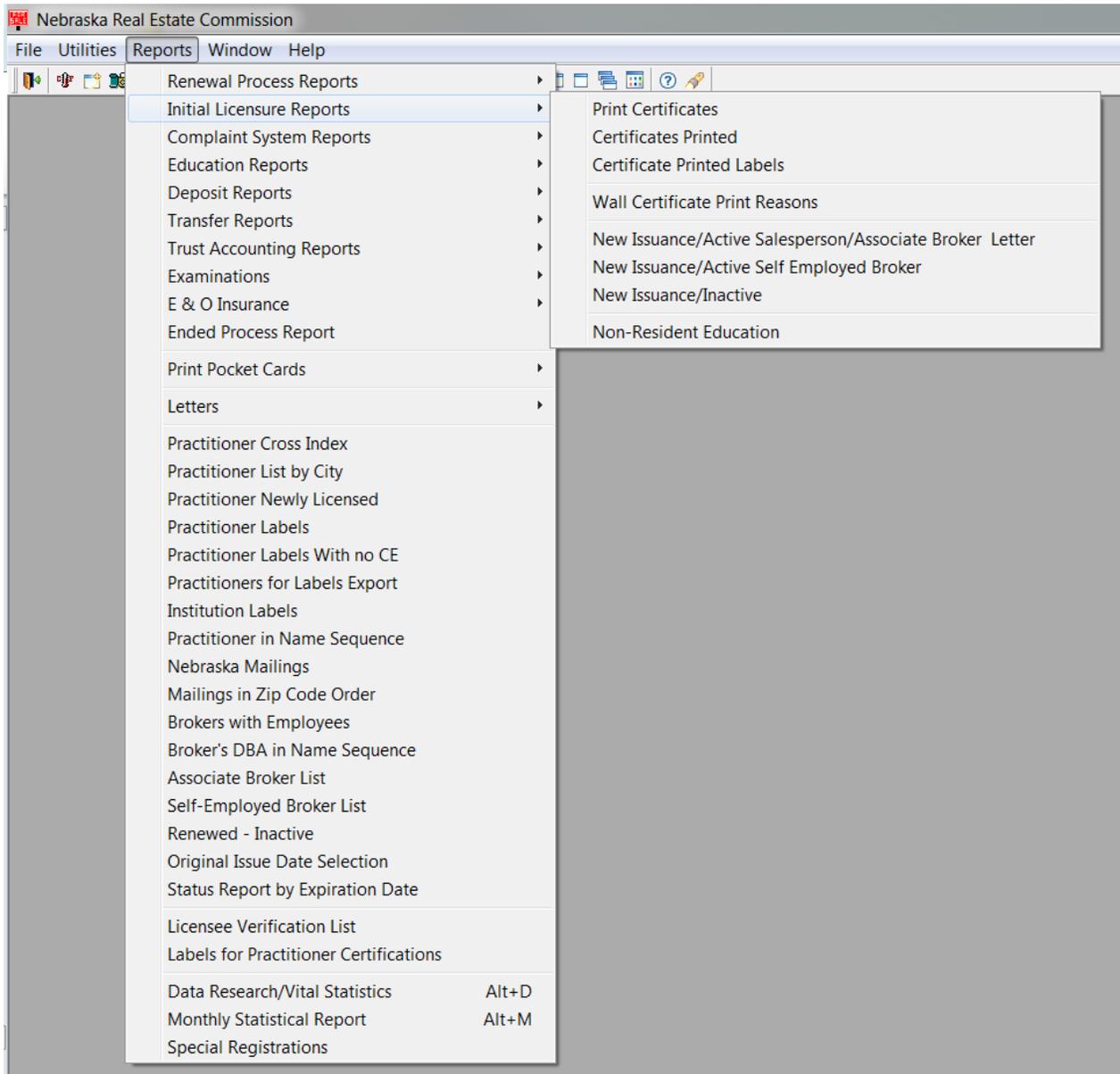


a. Renewal Process Reports



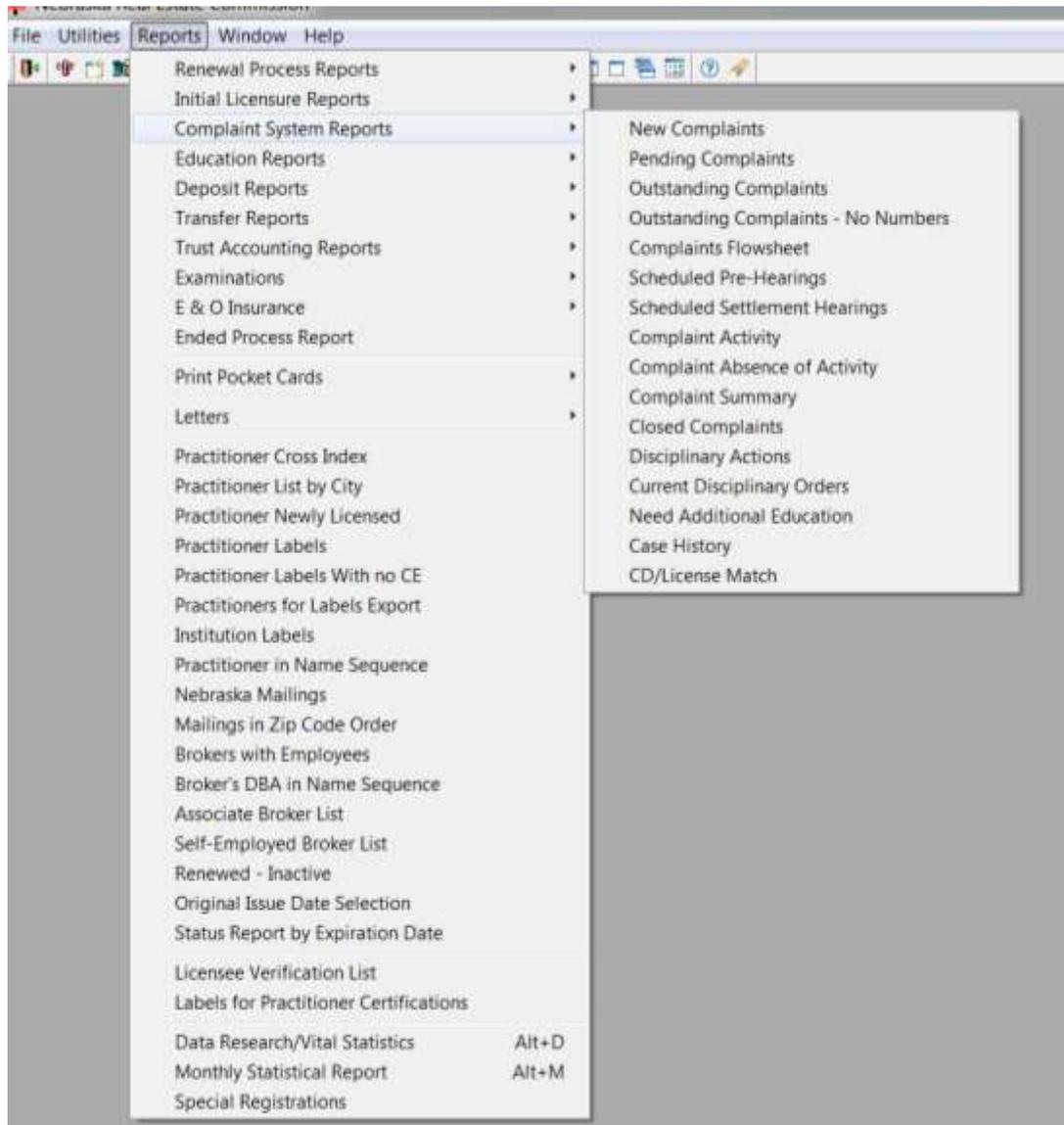
1. Renewal Forms
 - a. When each type of form is selected, printed and saved it will change the status to show that the licensees need to be renewed. It then triggers reports and fills in dates throughout the system.
2. Pending Renewal – this is not currently being used by staff
3. Rejected Renewals– this is not currently being used by staff
4. Renewal List– this is not currently being used by staff
5. Money Received– this is not currently being used by staff
6. Lapse Report
 - a. This report shows those who have not yet renewed. When this report is saved at the end of December, it changes the license status from needing to renew to lapsed.
7. Non-renewed Report
 - a. This report also shows which licensees have not yet renewed.
8. Renewal Missing Items Warning – this is not currently being used by staff
9. Warning Report– this is not currently being used by staff
10. Non-Renewed Brokers w/Renewed Licenses
 - a. This report is printed and used to contact those brokers and licensees listed
11. Renewed Brokers w/Non-Renewed Licenses
 - a. This report is printed out and used to contact those brokers and licensees listed.
12. Temp Renewals Report – this is not currently being used by staff

b. Initial Licensure Reports



1. Print Certificates
 - a. This screen allows you to view and print the wall licensees waiting to be printed
2. Certificates Printed
 - a. This screen shows which wall licenses have been printed
3. Certificate Printed Labels
 - a. This will print a label/envelope for the person listed on the license
4. Wall Certificate Print Reasons
 - a. This will produce a report of the wall licenses printed for a certain date range.
5. New Issuance/Active Salesperson/Associate Broker Letter
 - a. A letter is produced for each new licensee.
6. New Issuance/Active Self Employed Broker
 - a. A letter is produced for each new licensee
7. New Issuance/Inactive
 - a. A letter is produced for each new licensee.
8. Non-Resident Education – this is not currently being used by staff

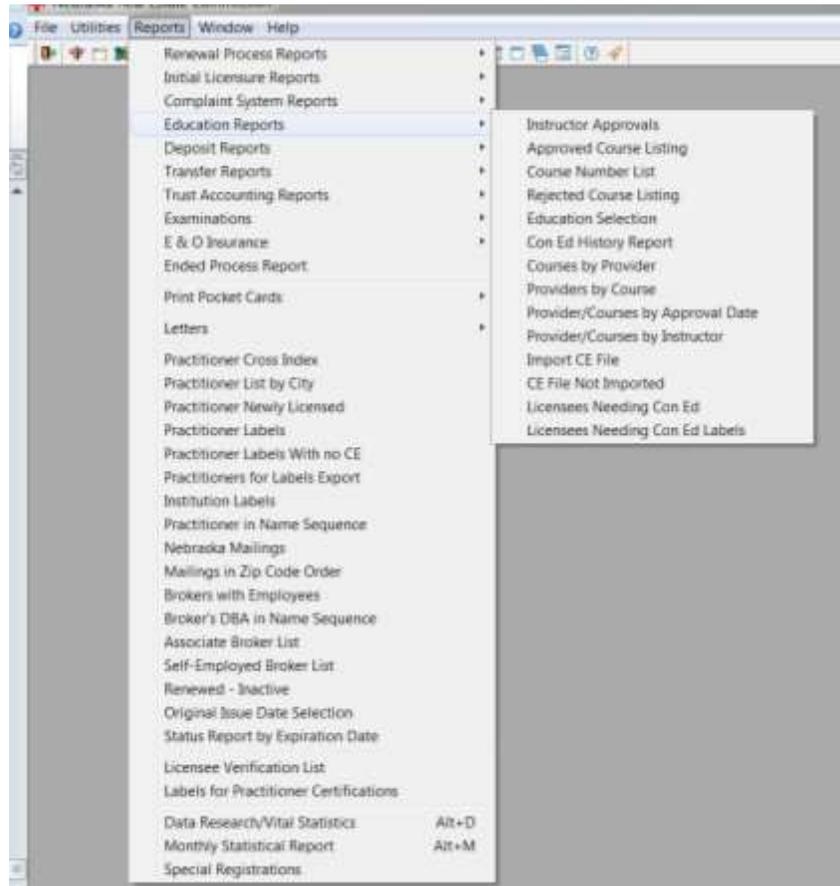
c. Complaint System Reports



Each of these reports are produced from the information entered into the Complaint system.

1. New Complaints
2. Pending Complaints
3. Outstanding Complaints
4. Outstanding Complains – No Numbers
5. Complaints Flowsheet
6. Scheduled Pre-Hearings
7. Scheduled Settlement Hearings
8. Complaint Activity
9. Complaint Summary
10. Closed Complaints
11. Disciplinary Actions
12. Current Disciplinary Orders
13. Need Additional Education
14. Case History
15. CD/License Match

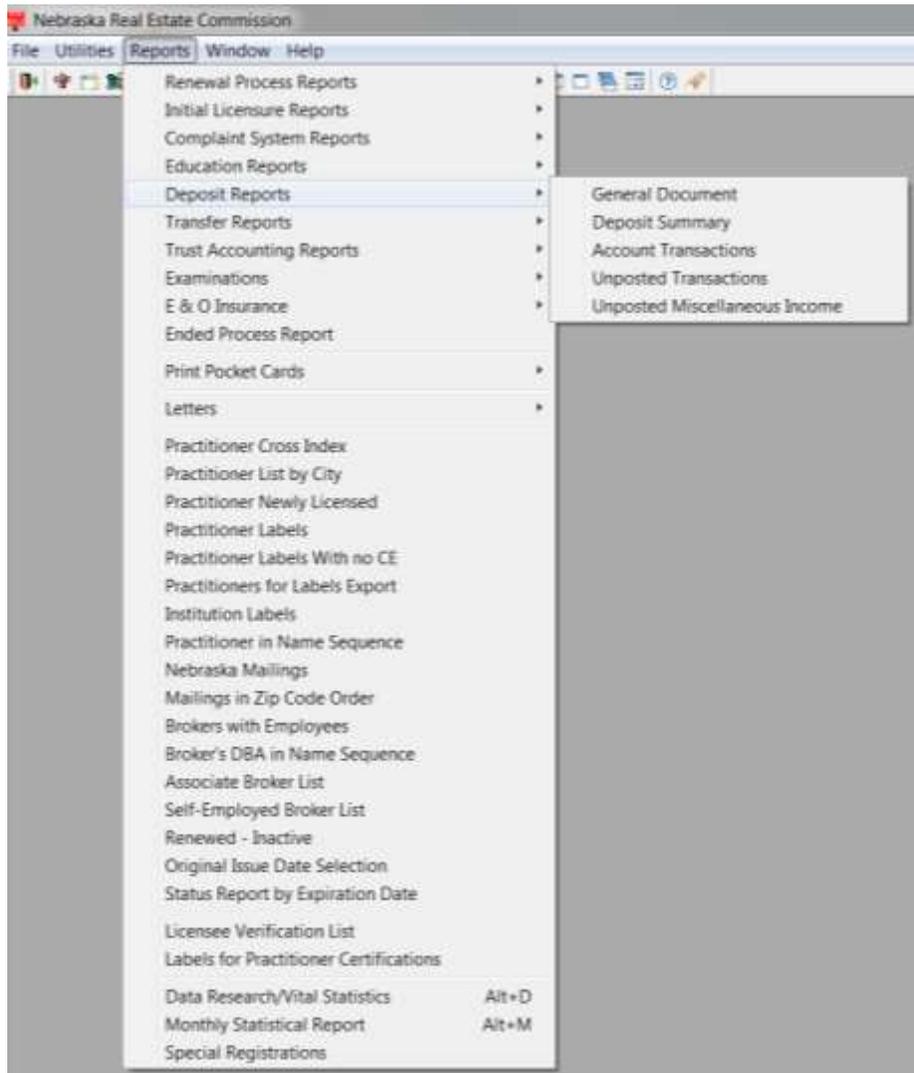
d. Education Reports



These reports are generated from the information entered in either a licensee, provider, instructor, or course screen.

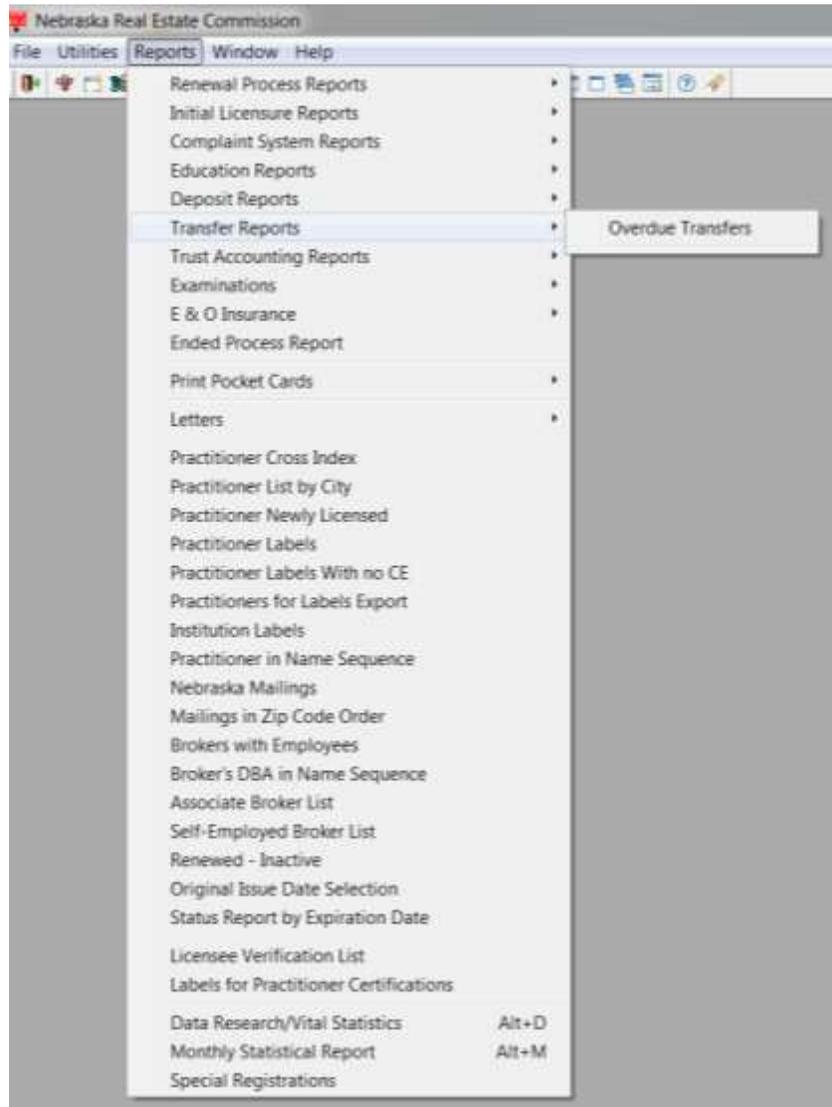
1. Instructor Approvals
2. Approved Course Listing
3. Course Number List
4. Rejected Course Listing
5. Education Selection
6. Con Ed History Report
7. Courses by Provider
8. Providers by Course
9. Provider/Courses by Approval Date
10. Provider/Courses by Instructor
11. Import CE File
12. CE File Not Imported
13. Licensees Needing Con Ed
14. Licensees Needing Con Ed Labels

e. Deposit Reports



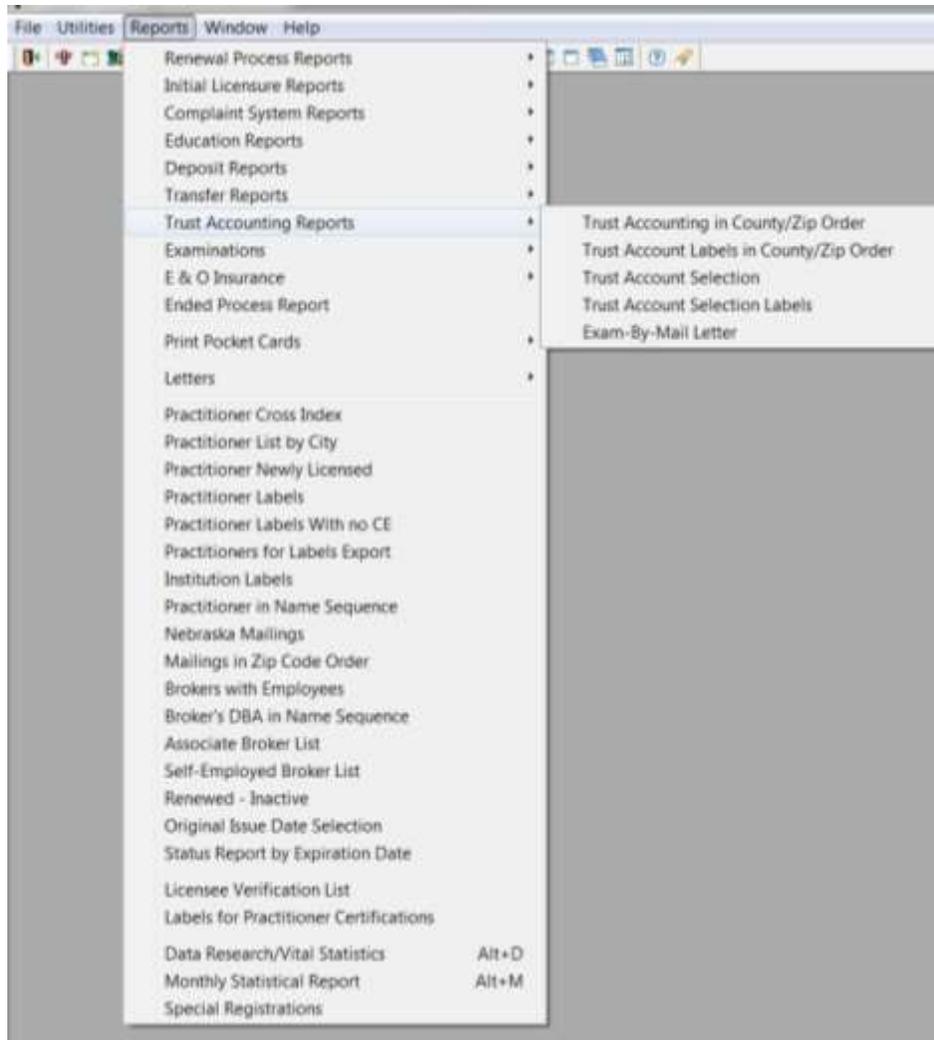
1. General Document
2. Deposit Summary
3. Account Transactions
4. Unposted Transactions
5. Unposted Miscellaneous Income

f. Transfer Reports



1. Overdue Transfers – not currently being used by Commission Staff.

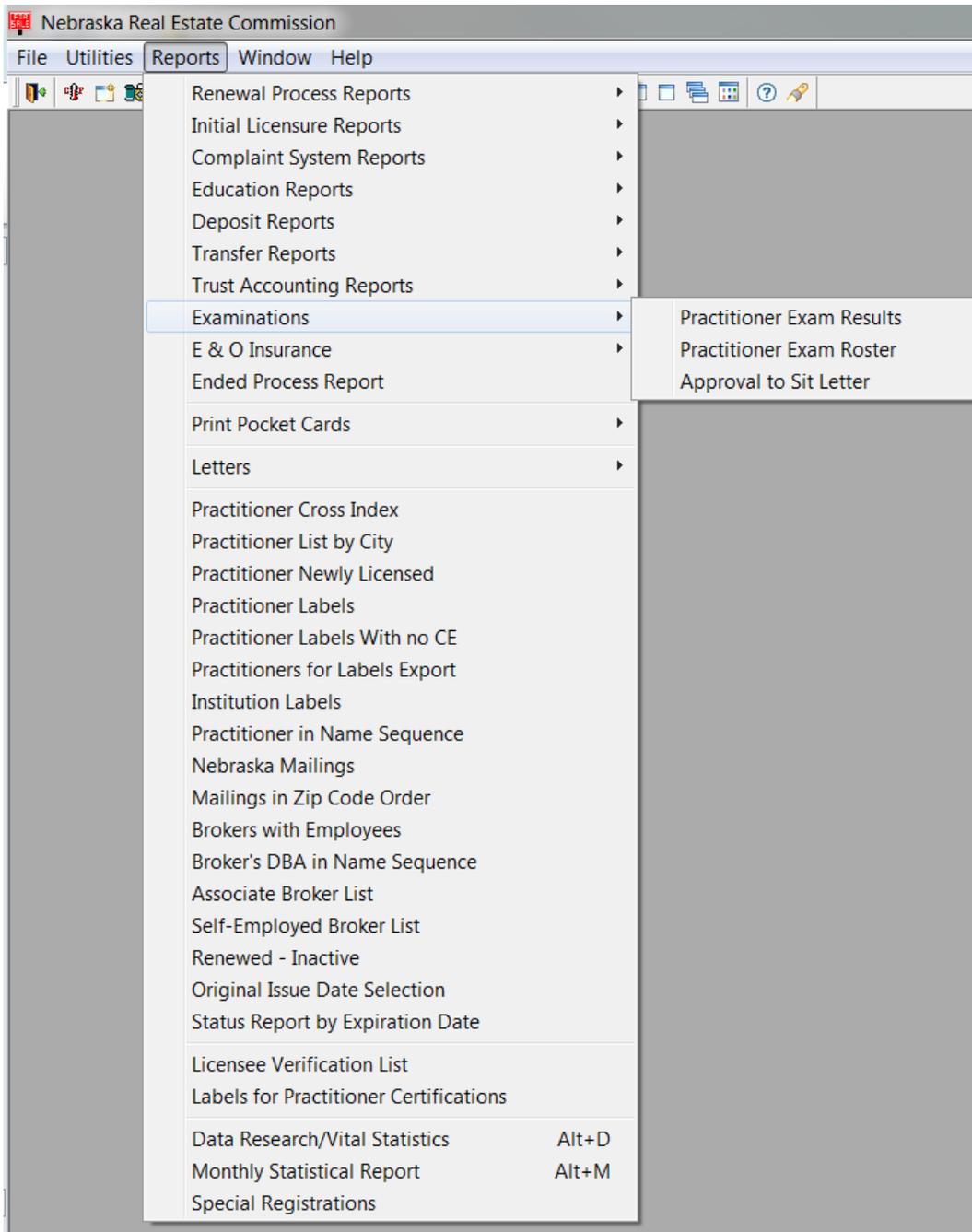
g. Trust Accounting Reports



The reports are generated based on information entered in the licensee screens. The trust account examiners utilize these reports for mailing materials to brokers as well as traveling to the various counties to conduct audits.

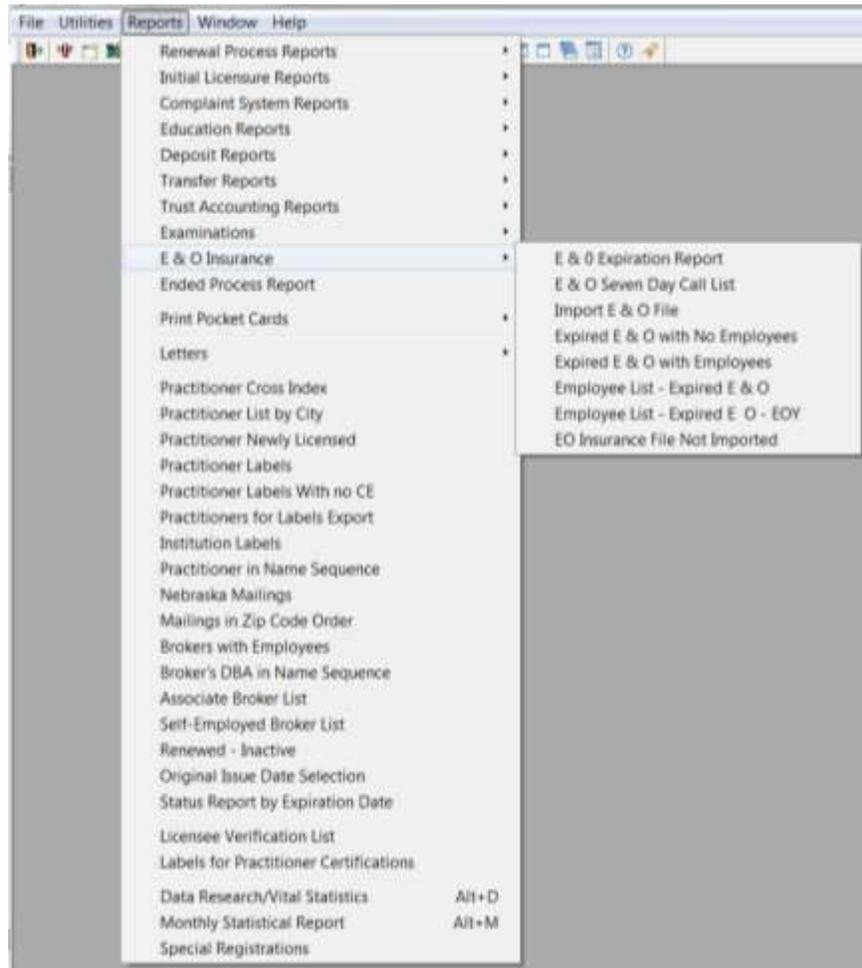
1. Trust Accounting in County/Zip Order
2. Trust Account Labels in County/Zip Order
3. Trust Account Selection
4. Trust Account Selection Labels
5. Exam-By-Mail Letter

h. Examinations



1. Practitioner Exam Results – not currently utilized by Commission staff
2. Practitioner Exam Roster – not currently utilized by Commission staff
3. Approval to Sit Letter
 - a. A letter is generated when an applicant's screen is changed to approved to sit for examination

i. E & O Insurance

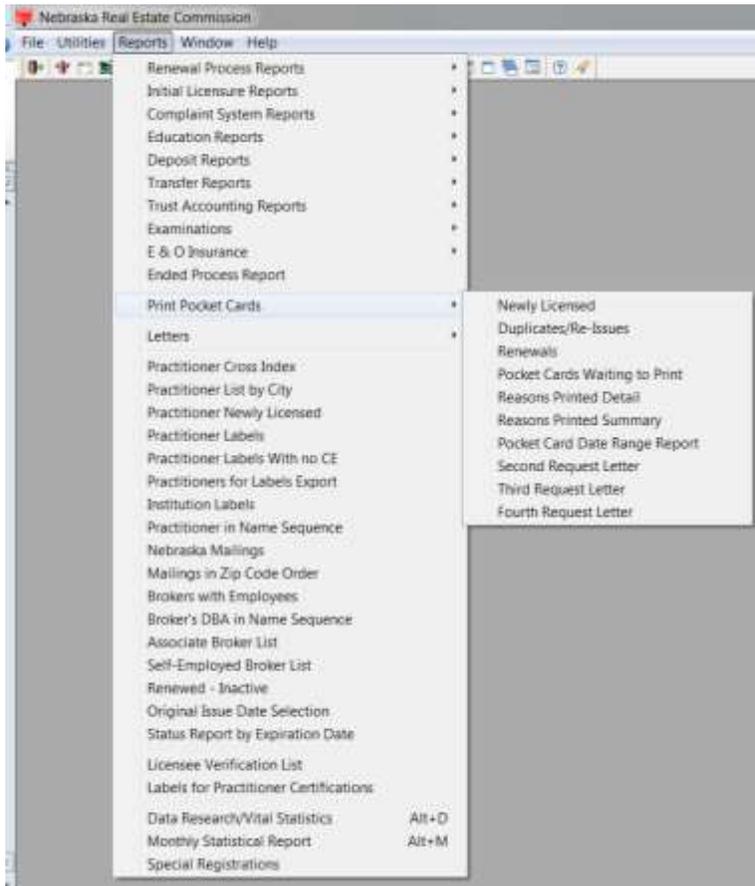


1. E&O Expiration Report
 - a. This report pulls from the licensees e&o screen.
2. E&O Seven Day Call List
 - a. This report pulls from the licensees e&o screen. By law we have to send a notice to licensees who's e&o will expire within 7 days from inactivating their license.
3. Import E&O File
 - a. Text files are sent from e&o providers and imported into licensees files.
4. Expired E&O with No Employees
 - a. A report is generated for licensees that have expired e&o insurance.
5. Expired E&O with Employees
 - a. A report is generated for brokers who have expired e&o insurance and have affiliated licensees.
6. Employee List – Expired E&O
 - a. This report is generated for designated brokers with affiliated licensees who's e&o has expired.
7. Employee List – Expired EO – EOY
 - a. This report is generated at the end of the year for designated brokers with affiliated licensees that have expired e&o insurance.
8. EO Insurance File Not Imported
 - a. A report is generated if the import file has failed to import.

j. Ended Process Report

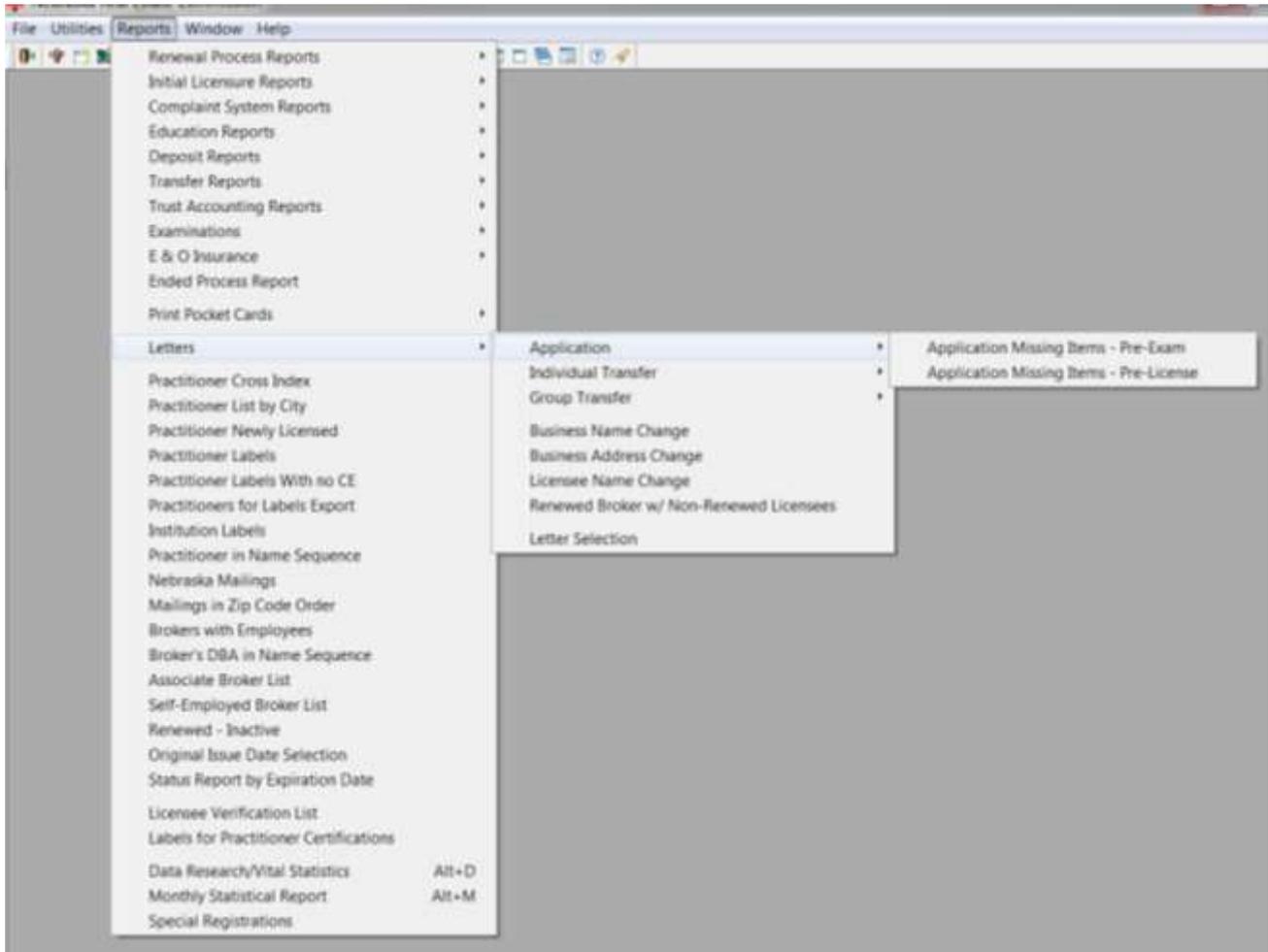
This report is not currently being used by Commission Staff

k. Print Pocket Cards



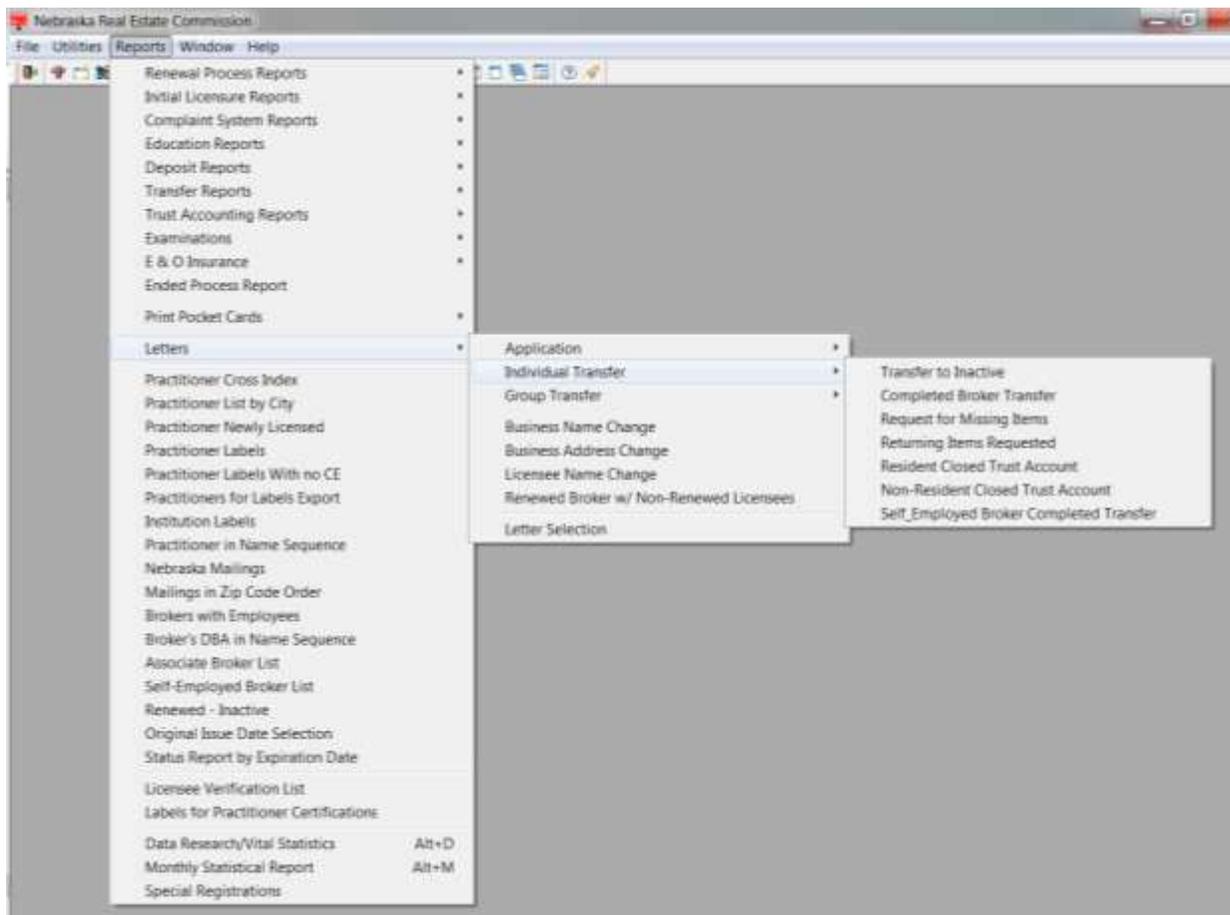
1. Newly Licensed – used to print receipts for new licensees
2. Duplicates/Re-Issues– used to print duplicate receipts
3. Renewals - – used to print receipts for those who have renewed
4. Pocket Cards Waiting to Print – a report of receipts which have not yet been printed
5. Reasons Printed Detail – a report of the detail receipts printed
6. Reasons Printed Summary – a report summarizing the printed receipts
7. Pocket Card Date Range Report - a report by date of receipts printed
8. Second Request Letter – this is not being used by Commission Staff
9. Third Request Letter– this is not being used by Commission Staff
10. Fourth Request Letter– this is not being used by Commission Staff

I. Letters



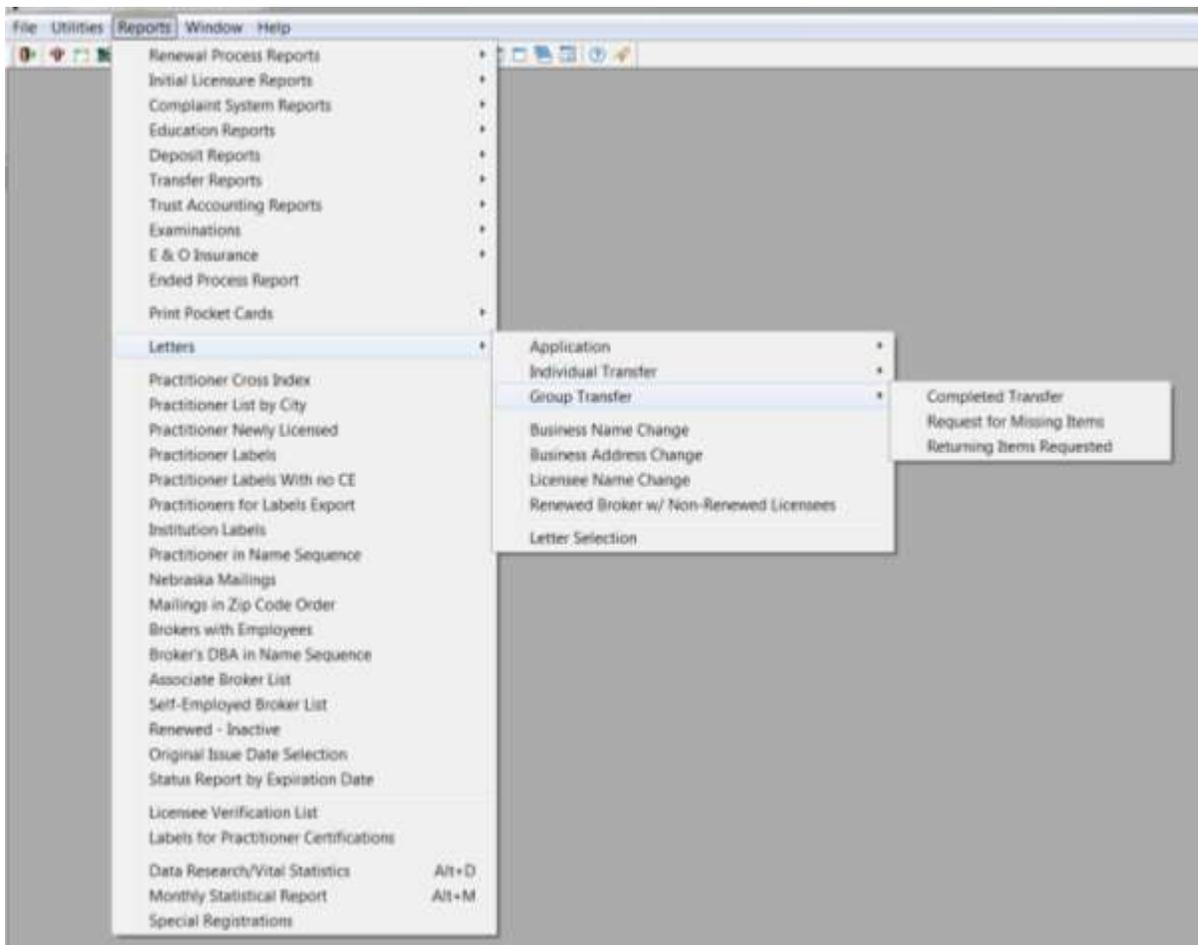
1. Application Letter

- a. Application Missing Items – Pre-Exam – generated from the Application Checklist screen when pending missing items is selected
- b. Application Mission Items – Pre-License – generated from the Application Checklist screen when pending missing items is selected



2. Individual Transfer Letters

- a. Transfer to Inactive – letter is generated from licensee transfer screen when approved
- b. Completed Broker Transfer – letter is generated from licensee transfer screen when approved
- c. Request for Missing Items – letter is generated from licensee transfer screen when changed to pending missing items
- d. Returning Items Rejected – letter is generated from licensee transfer screen when changed to rejected
- e. Resident Closed Trust Account – not used by Commission staff
- f. Non-Resident Closed Trust Account – not used by Commission staff
- g. Self Employed Broker Completed Transfer – letter is generated from licensee transfer screen when approved.



3. Group Transfer
 - a. Completed Transfer – a letter is generated from the Group Transfer screen when approved
 - b. Request for Missing Items – a letter is generated from the Group Transfer screen when the status of pending missing items is selected.
 - c. Returning Items Requested – a letter is generated from the Group Transfer screen when the status is changed to rejected.
4. Business Name Change
 - a. Generated from the License Information Screen when information is changed and saved
5. Business Address Change
 - a. Generated from the Licensee Information Screen when information is changed and saved
6. Licensee Name Change
 - a. Generated from the Licensee Information Screen when the name is changed and saved
7. Renewed Broker w/Non-Renewed Licensees
 - a. Generated for a designated broker at the end of the year when affiliated licensees did not renew

8. Letter Selection

a. Complaint Process

1. Various letters are generated throughout the complaint process

Letter Selection Screen

Select the process from where the letter is to be generated. Then select the desired letter and click OK or press Enter.

Process:
Complaints

Letter:
E & O Insurance

Close

Letter Selection Screen

Select the process from where the letter is to be generated. Then select the desired letter and click OK or press Enter.

Process:
Complaints

Letter:
Broker: Employee Hearing Notice Cover Letter

Letter Selection Screen

Select the process from where the letter is to be generated. Then select the desired letter and click OK or press Enter.

Process:
Complaints

Letter:
Complainant: Forward Copy of Order

Letter Selection Screen

Select the process from where the letter is to be generated. Then select the desired letter and click OK or press Enter.

Process:
Complaints

Letter:
Respondent: CE required for order completed - Order Completed

Letter Selection Screen

Select the process from where the letter is to be generated. Then select the desired letter and click OK or press Enter.

Process:
Complaints

Letter:
Respondent: Hearing Cancelled - S & C Entered

Letter Selection Screen

Select the process from where the letter is to be generated. Then select the desired letter and click OK or press Enter.

Process:
Complaints

Letter:
Respondent: Order of Dismissal

Letter Selection Screen

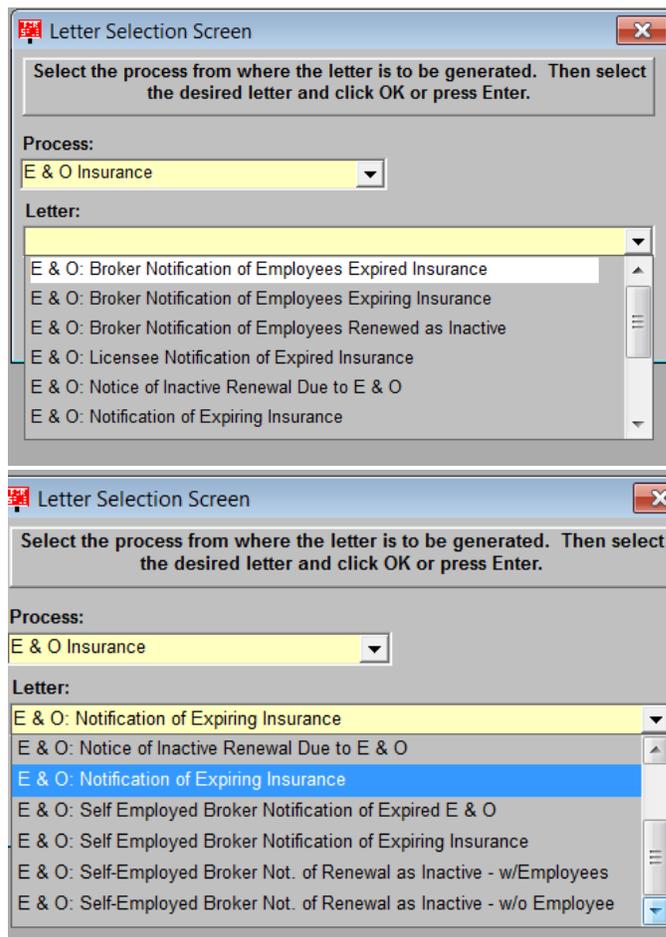
Select the process from where the letter is to be generated. Then select the desired letter and click OK or press Enter.

Process:
Complaints

Letter:
Respondent: S & C Order of Censure

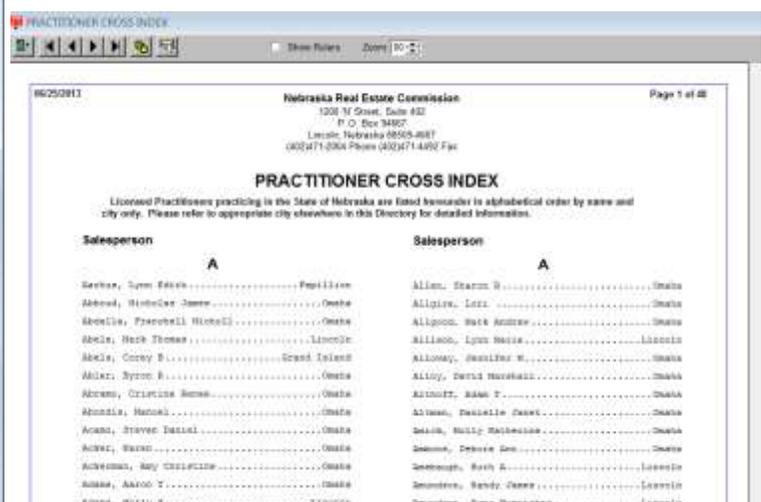
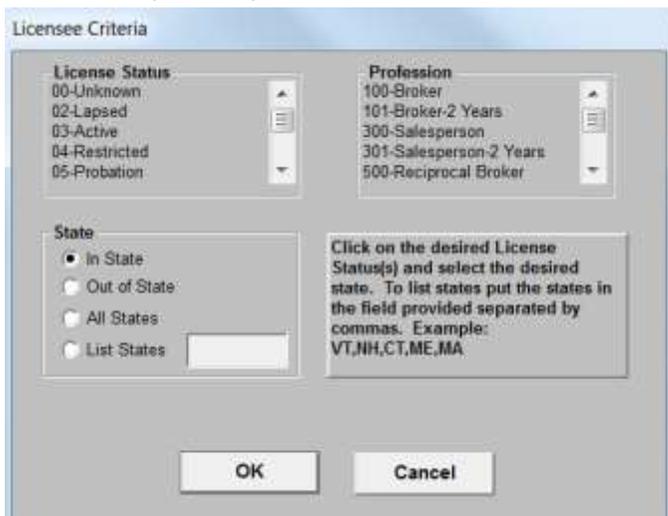
b. E&O Insurance Process

1. Various letters are generated throughout the insurance process



m. Practitioner Cross Index

Not currently used by Commission Staff



n. Practitioner List by City

Not currently used by Commission staff

Licensee Criteria

License Status
 00-Unknown
 02-Lapsed
 03-Active
 04-Restricted
 05-Probation

Profession
 100-Broker
 101-Broker-2 Years
 300-Salesperson
 301-Salesperson-2 Years
 500-Reciprocal Broker

State
 In State
 Out of State
 All States
 List States

Click on the desired License Status(s) and select the desired state. To list states put the states in the field provided separated by commas. Example: VT,NH,CT,ME,MA

OK Cancel

Practitioner List by City

06/05/2013

Nebraska Real Estate Commission
 1200 N Street, Suite 402
 P. O. Box 94667
 Lincoln, Nebraska 68509-4667
 (402)471-2004 Phone (402)471-4492 Fax

Page 1 of 1791

Alphabetical Listing by Town Working or Residing in NE

Broker
 Papillion

Sherwood, Gregg Moxham

o. Practitioner Newly Licensed

This report is generated to show all those who were licensed within a date range.

Practitioner Newly Licensed

06/25/2013

Nebraska Real Estate Commission
 1200 N Street, Suite 402
 P. O. Box 94667
 Lincoln, Nebraska 68509-4667
 (402)471-2004 Phone (402)471-4492 Fax

Page 1 of 4

Practitioner Licensed from 06/01/2013 - 06/25/2013

| Broker | Salesperson |
|--|--|
| Sherwood, Gregg Moxham
Ag Navigator LLC
612 Minor Ave
PO Box 128
Bertrand, NE 68927
Date of Birth: 01/16/1963
License Number: 20130313
Orig Issue Date: 06/03/2013
Expiration Date: 12/31/2013 | Wagner, Linda Sue
Woods Bros Realty
3737 S 27 St
Lincoln, NE 68502
Date of Birth: 10/04/1951
License Number: 20130365
Orig Issue Date: 06/01/2013
Expiration Date: 12/31/2013 |
| | Cabral, Mary GERALYN "Lynn"
3552 Dodge St Ste 100
Omaha, NE 68131
Date of Birth: 09/01/1964
License Number: 20130251
Orig Issue Date: 06/03/2013
Expiration Date: 12/31/2013 |
| | Greco, Melissa Ann
AJ Alloway, Inc
***DEEB Realty
2611 S 117 St
Omaha, NE 68144
Date of Birth: 03/27/1981
License Number: 20130389
Orig Issue Date: 06/03/2013
Expiration Date: 12/31/2013 |
| | Mayash, Shelby James
1326 S 52 St
Omaha, NE 68106
Date of Birth: 04/30/1985
License Number: 20130362
Orig Issue Date: 06/03/2013
Expiration Date: 12/31/2013 |

Newly Licensed Practitioners

Enter the desired from and thru dates to list practitioners who were issued their licenses during that time period.

Report Dates
 Date Criteria: [v]
 From: 06/01/2013
 To: 06/25/2013

OK Cancel

p. Practitioner Labels

1. Will generate labels based on selected criteria. – not currently used by staff due to incorrect education requirement

Licensee Criteria

License Status
00-Unknown
02-Lapsed
03-Active
04-Restricted
05-Probation

Profession
100-Broker
101-Broker-2 Years
300-Salesperson
301-Salesperson-2 Years
500-Reciprocal Broker

State
 In State
 Out of State
 All States
 List States

Click on the desired License Status(s) and select the desired state. To list states put the states in the field provided separated by commas. Example: VT,NH,CT,ME,MA

Laser 1-Up

OK Cancel

Practitioner Labels

| | |
|--|--|
| Aarhus, Lynn Edith 6 00'12 00" 12-13
4512 Shannon Dr
Papillon, NE 68133 | Aarhus, Stanley Owen 8 00'12 00" 13-14
4512 Shannon Dr
Papillon, NE 68133 |
| Abbott, David Elias 8 00'12 00" 12-13
Commercial Realty Inc
5708 F St
Omaha, NE 68117 | Abbott, Mark F 3 00'12 00" 12-13
Real Estate Associates Inc
11370 James Galt Blvd
Omaha, NE 68137 |

q. Practitioner with No CE

1. Labels are produced for licensees that have not met their education requirement

Licensee Criteria

License Status
00-Unknown
02-Lapsed
03-Active
04-Restricted
05-Probation

Profession
100-Broker
101-Broker-2 Years
300-Salesperson
301-Salesperson-2 Years
500-Reciprocal Broker

State
 In State
 Out of State
 All States
 List States

Click on the desired License Status(s) and select the desired state. To list states put the states in the field provided separated by commas. Example: VT,NH,CT,ME,MA

Laser 1-Up

OK Cancel

Practitioner Labels

| | |
|--|---|
| Atlas, Brett D
8233 Dawsonport St
Omaha, NE 68114 | Barnes, Sandra D
6125 S 34 St #19
Lincoln, NE 68516 |
| Boyer, Scott Arnon
14516 Island St
Omaha, NE 68114 | Brown, Keith Lewis
14896 Eberly St
Omaha, NE 68116 |

r. Practitioner for Labels Export

1. This will produce labels for mailings based on the criteria selected.

Licensee Criteria

License Status
00-Unknown
02-Lapsed
03-Active
04-Restricted
05-Probation

Profession
100-Broker
101-Broker-2 Years
300-Salesperson
301-Salesperson-2 Years
500-Reciprocal Broker

State
 In State
 Out of State
 All States
 List States

Click on the desired License Status(s) and select the desired state. To list states put the states in the field provided separated by commas. Example: VT,NH,CT,ME,MA

Laser 1-Up

OK Cancel

Practitioner for Labels Export

| | |
|-------------------|---------------------|
| Faye, Cindy A | 108 Birmingham Pass |
| Gadenrath, Lisa R | 8111 Westpark Dr |
| Hays, Dawn Sherry | 8600 Westchester Dr |

s. Institution Labels

1. This will produce labels for mailings for those who are listed in the institution section.

Licensee Criteria

Institution Type
 01-Administrator
 02-Commissioner
 03-Miscellaneous
 04-Library

State
 In State
 Out of State
 All States
 List States

Click on the desired Institution Type and select the desired state. To list states put the states in the field provided separated by commas. Example: VT, NH, CT, ME, MA

Laser 1-Up

Institution Labels

| | |
|--|--|
| Acquisition Legislation Reference Library
St Capitol - 7th Floor
Lincoln, NE 68503 | Anderson, Donna
58 Green St
North Sydney, NS B2A1A-3 |
| Arntsen, Robert
PO Box 482
Blair, NE 68008-0482 | Blaton, Gregory D
888 Lincoln Square, 121 S 13th St
PO Box 82928
Lincoln, NE 68501-2028 |

t. Practitioner in Name Sequence

1. A report is generated based on the criteria selected.

Licensee Criteria

Please select Profession and Status for Report Selection.

Profession
 100-Broker
 101-Broker-2 Years
 300-Salesperson
 301-Salesperson-2 Years
 500-Reciprocal Broker
 501-Reciprocal Broker 2 Years

License Status
 00-Unknown
 02-Lapsed
 03-Active
 04-Restricted
 05-Probation

Practitioner in Name Sequence

06/25/2013 **Nebraska Real Estate Commission** Page 1 of 83

1200 N Street, Suite 402
 P. O. Box 94667
 Lincoln, Nebraska 68509-4667
 (402)471-2004 Phone (402)471-4492 Fax

Practitioners in Name Sequence

| | | | |
|--|--|--|--|
| Aarhus, Stanley Olin
4812 Silancon Dr
Papillion, NE 68133 | Profession: Broker
License Status: Active
Renewal Date: 01/01/2013 | Ahlers, Hedy Rae
CBSHOME Real Estate Company
***CBSHOME
15550 W Dodge Rd Ste 300
Omaha, NE 68118 | Profession: Broker
License Status: Active
Renewal Date: 01/01/2012 |
| Abbott, David Elias
Commercial Realty Inc.
5729 F St
Omaha, NE 68117 | Profession: Broker
License Status: Active
Renewal Date: 01/01/2012 | Ahlers, Jerry W
CBSHOME Real Estate Company
***CBSHOME
15550 W Dodge Rd Ste 300
Omaha, NE 68118 | Profession: Broker
License Status: Active
Renewal Date: 01/01/2012 |
| Abbott, Mark F
Real Estate Associates Inc.
11718 John Galt Blvd
Omaha, NE 68137 | Profession: Broker
License Status: Active
Renewal Date: 01/01/2012 | Ahlers, David Lee
Ahlers Co
9960 Andermatt Dr, Ste 105
Lincoln, NE 68526 | Profession: Broker
License Status: Active
Renewal Date: 01/01/2013 |

u. Nebraska Mailings

1. A report is generated for any licensee without a "reciprocal" license.

Mailings in Nebraska

06/25/2013 **Nebraska Real Estate Commission** Page 1 of 690

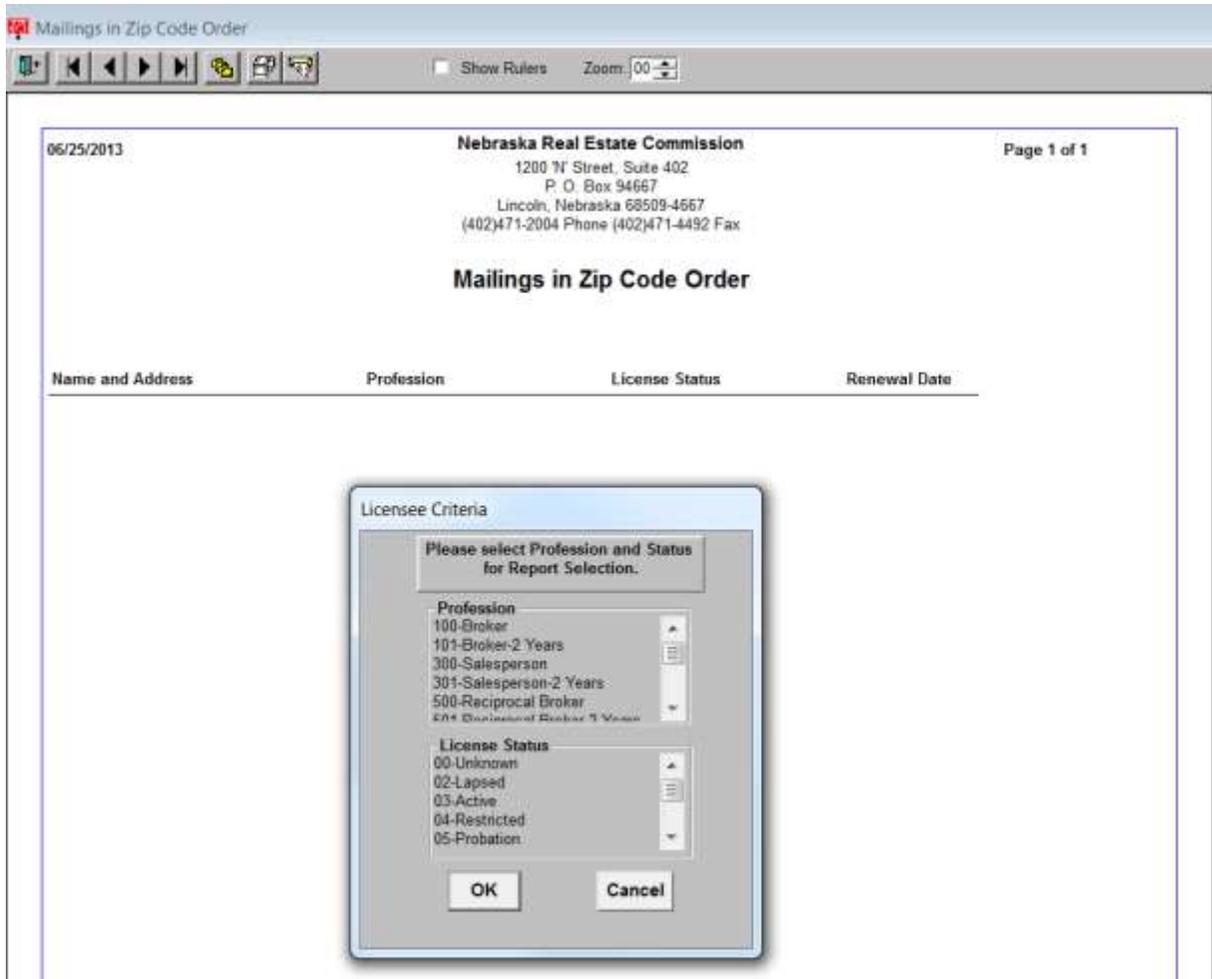
1200 N Street, Suite 402
 P. O. Box 94667
 Lincoln, Nebraska 68509-4667
 (402)471-2004 Phone (402)471-4492 Fax

Mailings in Nebraska

| Name and Address | Profession | License Status | Renewal Date |
|--|-------------|----------------|--------------|
| Morehead, Suzanne Marie
1523 Westwood Ter
Hastings, NE 68901 | Salesperson | Lapsed | 01/01/2012 |
| Fisher, Helen E
3003 Paddock Rd, Unit 414
Omaha, NE 68124 | Broker | Lapsed | 01/01/2012 |

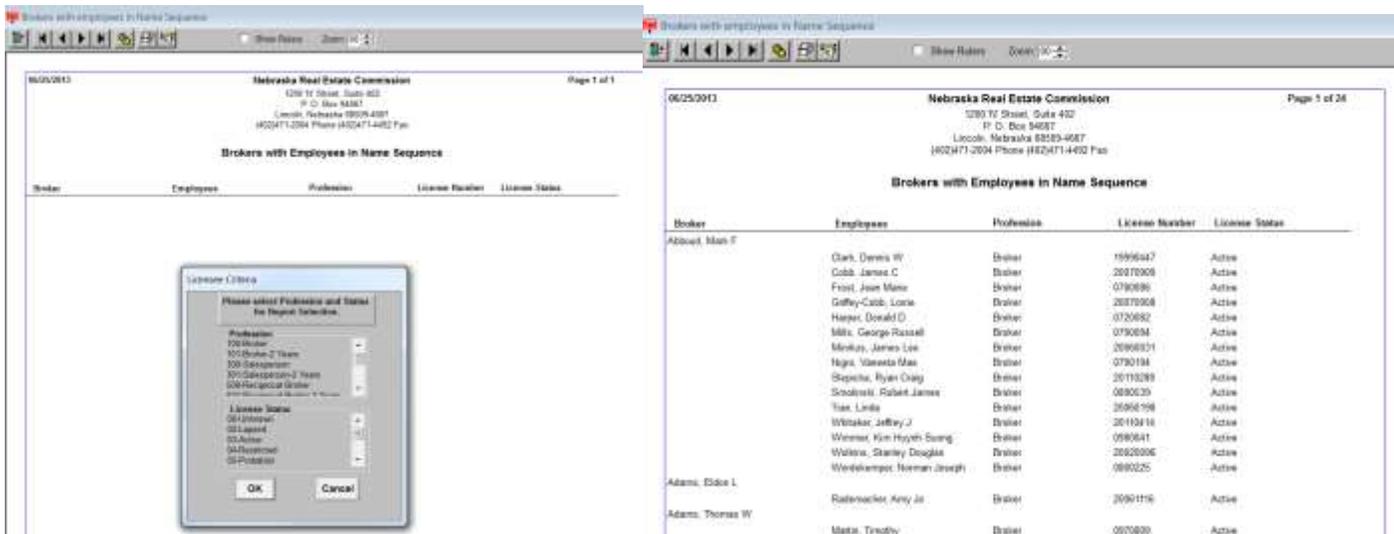
v. Mailings in Zip Code Order

1. A report is generated based of the “Contact Address” located on the licensee screen and the criteria selected.



w. Brokers with Employees

1. A report is generated based on the criteria selected and the affiliated licensee in the designated broker’s license screen.



x. Brokers DBA in Name Sequence

A report is generated based on the information entered on a designated brokers license information screen

Brokers with DBA Name

06/25/2013

Nebraska Real Estate Commission
1200 N Street, Suite 402
P. O. Box 94667
Lincoln, Nebraska 68509-4667
(402)471-2004 Phone (402)471-4492 Fax

Page 1 of 110

Brokers with DBA Names

| Organization Name | Trade/DBA Name | License No. | Profession | Status |
|--|----------------------------------|-------------|------------|--------|
| Abboud, David Elias
5709 F St
Omaha NE 68117-0000 | Commercial Realty Inc | 0750178 | Broker | Active |
| Abboud, Mark F
11310 John Galt Blvd
Omaha NE 68137 | Real Estate Associates Inc | 0830019 | Broker | Active |
| Abraham, Bruce Daniel
7200 S 84 St
LaVista NE 68128 | Expert Real Estate Group, L.L.C. | 0930890 | Broker | Active |
| Acheson, Daniel Stuart
389 East 3 St
PO Box 56
Kimball NE 69145 | L.E.S. Realty Co | 20030751 | Broker | Active |

y. Associated Broker List

1. A report is generated for those who have a broker's license but are not the designated broker but is an affiliate of another broker.

Associate Broker List

Show Rulers Zoom: 00

06/25/2013

Nebraska Real Estate Commission
1200 N Street, Suite 402
P. O. Box 94667
Lincoln, Nebraska 68509-4667
(402)471-2004 Phone (402)471-4492 Fax

Page 1 of 126

Associate Broker List

| License Number | Name and Address | License Expiration Date | License Status |
|----------------|--|-------------------------|----------------|
| 0800228 | Gramann, Karl William
Gramann Real Estate
PO Box 106
Adams, NE 68301 | 12/31/2013 | Active |
| 20060180 | Coash, Donald Dean
Mid America Land & Realty, L.L.C.
220 N Main
PO Box 111
Ainsworth, NE 69210 | 12/31/2014 | Active |

z. Self-Employed Broker List

- The report pulls all of those brokers who are marked as self-employed brokers in the license information screen

Self-Employed Broker List

06/25/2013 **Nebraska Real Estate Commission** Page 1 of 129
 1200 'N' Street, Suite 402
 P. O. Box 94667
 Lincoln, Nebraska 68509-4667
 (402)471-2004 Phone (402)471-4492 Fax

Self-Employed Broker List

| License Number | Name and Address | License Expiration Date | License Status |
|----------------|--|-------------------------|----------------|
| 0460025 | Lightner, Edward Henry
220 S Hastings Ave
Hastings, NE 68901 | 12/31/2013 | Active |
| 0530020 | Kirshenbaum, Joseph
Noddle Development Company
2285 S 67th St Ste 250
Omaha, NE 68106 | 12/31/2013 | Active |

aa. Renewed - Inactive

- This report shows all licensees with a status of inactive and provides an inactive date shown on the license information screen.

Renewed - Inactive

06/25/2013 **Nebraska Real Estate Commission** Page 1 of 54
 1200 'N' Street, Suite 402
 P. O. Box 94667
 Lincoln, Nebraska 68509-4667
 (402)471-2004 Phone (402)471-4492 Fax

Renewed - Inactive

| Name/Address | License No. | Profession | Status Changed Date | Inactive Date |
|---|-------------|------------|---------------------|---------------|
| Abboud, Ronald J
4755 Tamiami Trail N #50
Naples FL 34103 | 20000654 | Broker | 07/02/2012 | 05/05/2006 |
| Adams, Gregory Pierce
4960 S 174th St
Omaha NE 68135 | 20050606 | Broker | 12/26/2012 | 01/01/2013 |

bb. Original Issue Date Selection

1. Based on the criteria entered, the report will show the licensees who got licensed in that time frame, based on the original issue date.

Original Issue Date ...

Enter the Number of Previous Years

Previous Years:

OK Cancel

Licenses Issued in Name Sequence

06/25/2013

Nebraska Real Estate Commission
1200 Y Street, Suite 402
P. O. Box 94667
Lincoln, Nebraska 68509-4667
(402)471-2004 Phone (402)471-4492 Fax

Page 1 of 26

Licenses Issued in Name Sequence

| | | | |
|--|---|--|---|
| Gaudreau, Benjamin Seth
3552 Dodge St
Omaha, NE 68131 | License No.: 20120002
Profession: Salesperson
Orig Issue: 01/01/2012
Status: Active
No. of years: 1 | Kueny, Andrew David
16909 Lakeside Hills Plz
Omaha, NE 68130 | License No.: 20120005
Profession: Salesperson
Orig Issue: 01/01/2012
Status: Active
No. of years: 1 |
| Jure, Joshua Dean
Premier Real Estate Company, L.L.C.
Premier Real Estate
514 1st St
Milford, NE 68405 | License No.: 20120004
Profession: Salesperson
Orig Issue: 01/01/2012
Status: Active
No. of years: 1 | Campbell, Debra Jean
4912 Shannon Dr
Papillon, NE 68133 | License No.: 20120013
Profession: Salesperson
Orig Issue: 01/01/2012
Status: Active
No. of years: 1 |

cc. Status Report by Expiration Date

1. This report is generated at the end of the year and when saved, the licensees status changes to did not renew.

Select From, Thru Dates and Statuses

Enter the desired from and through dates.

Report Dates

Date Criteria:

From: 00/00/0000

To: 00/00/0000

Statuses

All Statuses

- 00 Unknown
- 02 Lapsed
- 03 Active
- 04 Restricted
- 05 Probation
- 06 Suspended
- 07 Renewed

OK Cancel

Status Report by Expiration Date

06/25/2013

Nebraska Real Estate Commission
1200 Y Street, Suite 402
P. O. Box 94667
Lincoln, Nebraska 68509-4667
(402)471-2004 Phone (402)471-4492 Fax

Page 1 of 23

Status Report by Expiration Date
Expiration Dates Between 01/01/2013 and 12/31/2013

| Name | License Number | Pocket Card Number | Expiration Date | Profession | Employing Broker |
|--|----------------|--------------------|-----------------|------------|----------------------|
| Alway, Steven Andrew
Vogelbein, Paul R., Jr.
4018 L St
Omaha, NE 68107 | 20090172 | 127596 | 12/31/2013 | Branch | Alway, Steven Andrew |
| Alway, Steven Andrew
Vogelbein, Paul R., Jr.
2100 Twin Creek Dr
Ste 110
Bellevue, NE 68123 | 20090174 | 127596 | 12/31/2013 | Branch | Alway, Steven Andrew |
| Alway, Steven Andrew
Alway, Steven Andrew
11711 Arbor St, Ste 110
Omaha, NE 68144 | 20119307 | 127597 | 12/31/2013 | Branch | Alway, Steven Andrew |

dd. Licensee Verification List

1. The report is generated based on the criteria entered.

The screenshot shows two windows from the 'Licensee Verification List' application. The left window is the 'Licensee Criteria' dialog, and the right window is the main report.

Licensee Criteria Dialog:

- License Status:** 00-Unknown, 02-Lapsed, 03-Active, 04-Restricted, 05-Probation
- Profession:** 100-Broker, 101-Broker-2 Years, 300-Salesperson, 301-Salesperson-2 Years, 500-Reciprocal Broker
- State:** In State, Out of State, All States, List States
- Text:** Click on the desired License Status(s) and select the desired state. To list states put the states in the field provided separated by commas. Example: VT,NH,CT,ME,MA
- Buttons:** OK, Cancel

Main Report:

6/25/2013 Nebraska Real Estate Commission
1200 N Street, Suite 402
P. O. Box 94867
Lincoln, Nebraska 68509-4967
(402)471-2004 Phone (402)471-4492 Fax

Page 1 of 110

Licensee Verification List

| | | | |
|-----------------------------|--------|-----------------------------|--------|
| Lightner, Edward Henry | Broker | Mancito, Angelo | Broker |
| License Number: 0460025 | | License Number: 8570040 | |
| License Status: Active | | License Status: Active | |
| Orig Issue Date: 05/01/1946 | | Orig Issue Date: 12/06/1957 | |
| Expiration Date: 12/31/2013 | | Expiration Date: 12/31/2013 | |
| Thimm, Frank Roland | Broker | Nerud, Jack Dewayne | Broker |
| License Number: 0520039 | | License Number: 8570044 | |
| License Status: Active | | License Status: Active | |
| Orig Issue Date: 09/23/1952 | | Orig Issue Date: 09/03/1957 | |
| Expiration Date: 12/31/2013 | | Expiration Date: 12/31/2013 | |

ee. Labels for Practitioner Certifications

1. This report is not currently functioning.

The screenshot shows a dialog box titled 'Labels for Practitioner Certific...'. It contains a text area with the text 'Sent Date' and two buttons at the bottom: 'OK' and 'Cancel'.

ff. Data Research/Vital Statistics

This report is generated based on the date criteria entered.

Select From and Thru Dates

Enter the desired from and through dates.

Report Dates

Date Criteria:

From:

To:

OK Cancel

Data Research and Vital Statistics
6/1/2013 through 6/25/2013

| Licensee Newly Licensed | | Licensee Newly Licensed | |
|--|--|--|---|
| Alarcon-Catalan, Rafael A.
302 Jones St Ste 100
Sioux City, IA 51101 | License Number: 20130457
Profession: Reciprocal Salesperson | Brouillette, Angela Kay
2514 S Locust
Grand Island, NE 688010000 | License Number: 20130474
Profession: Salesperson |
| Alexander, Cheryl Annette
8759 Giles Rd
LaVista, NE 68128 | License Number: 20130488
Profession: Salesperson | Bull, Kelli Denise
2511 S 117 St
Omaha, NE 68144 | License Number: 20130449
Profession: Salesperson |

gg. Monthly Statistical Report

1. This report is generated based on the report date entered. This report is currently only used for Licensees currently in system as the prior programmers did not get the rest of the data to pull correctly.

Monthly Statistical Report

Report Date:

OK Cancel

Statistical Report for June, 2013

| Licensing Statistics: | | Investigation/Discipline Statistics: | |
|--------------------------------------|-------------|--------------------------------------|-------|
| <u>Licensees Currently in System</u> | | <u>New complaints</u> | |
| Education Provider | 98 | Month: | 3 |
| Branch | 145 | Fiscal Year: | 54 |
| Reciprocal Salesperson | 240 | Calendar Year: | 24 |
| Reciprocal Broker | 342 | <u>Complaints Outstanding</u> | |
| Broker | 2130 | Year Opened | Cases |
| Instructor | 247 | 1999 | 4 |
| Salesperson | 4172 | 2001 | 2 |
| | <u>7374</u> | 2002 | 1 |
| <u>Licensees Newly Licensed</u> | | 2003 | 2 |
| Branch | 1 | 2005 | 2 |
| Broker | 1 | 2006 | 2 |
| Instructor | 2 | 2008 | 2 |
| Reciprocal Broker | 2 | 2009 | 5 |
| Reciprocal Salesperson | 4 | 2010 | 7 |
| Salesperson | 33 | 2011 | 4 |
| | <u>43</u> | 2012 | 3 |
| <u>Licensees Reinstated</u> | | 2013 | 7 |
| Month: | 0 | <u>Complaints Closed</u> | |
| Fiscal Year: | 0 | Year Closed | Cases |
| <u>Licensees Renewed</u> | | 1999 | 39 |
| Broker | 2 | 2000 | 54 |
| | | 2001 | 54 |
| | | 2002 | 47 |
| | | 2003 | 71 |
| | | 2004 | 77 |

hh. Specialized Registrations

1. The report is generated based on the criteria selected and the information located in the Specialized Registrations section.

The image shows two overlapping windows from a software application. The left window is titled 'Select Reporting Criteria' and contains options for report dates, status, and type. The right window is titled 'Specialized Registrations' and displays a report for the Nebraska Real Estate Commission, listing three specialized registrations with their respective details.

Select Reporting Criteria

Select the Options for the report.

Report Dates

Date Criteria: [Dropdown]

From: 03/03/2000

To: 03/05/2000

Ignore Dates

Status

Approved
Cancelled
Void
Pending

Type

Professional Corporation
Limited Liability Company
Realtor, Community
Subdivision
Time-Share Projects
Sub-Divided Lands Projects

OK Cancel

Specialized Registrations

Nebraska Real Estate Commission
1200 Y Street, Suite 402
P. O. Box 94607
Lincoln, Nebraska 68509-4607
(402)471-2904 Phone (402)471-4492 Fax

Page 1 of 55

06/25/2013

Specialized Registrations

| Name / Address | Type | Status | Issue Date | Expiration Date | Renewal Date |
|--|---------------------------|----------|------------|-----------------|--------------|
| Burns Realty LLC, A Limited Liability Company
Maureen James Eberle
871 Leeward Dr
Omaha, NE 68104 | Limited Liability Company | Approved | 03/07/2012 | 03/31/2013 | 03/31/2013 |
| Angela May's Husker Home-Finders, L.L.C.
Angela Marie May
16983 Lakeside Hills Plz #119
Omaha, NE 68135 | Limited Liability Company | Approved | 05/09/2012 | 05/07/2013 | 04/30/2013 |
| The Seaboard Group, L.L.C.
Scott Dale Bostwick
11747 US Hwy 574
Holdrege, NE 68640 | Limited Liability Company | Approved | 06/20/2012 | 06/19/2013 | 06/01/2013 |