

FILED February 6, 2014 (Date)

BEFORE THE IOWA REAL ESTATE COMMISSION  
200 EAST GRAND, SUITE 350  
DES MOINES, IOWA

IRB  
Board / Commission  
[Redacted]  
Signature, Executive Officer

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IN RE: )  
 ) CASE NUMBER: 13-200  
Terrance M. Duggan )  
Broker (B08301000) ) COMBINED STATEMENT OF  
 ) CHARGES, INFORMAL  
Duggan Realty & Associates, Inc. ) SETTLEMENT AGREEMENT,  
951 Iowa Street ) AND CONSENT ORDER IN A  
Dubuque, IA 52001 ) DISCIPLINARY CASE  
 )  
Respondent. )

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The Iowa Real Estate Commission (Commission) and **Terrance M. Duggan** (Respondent) enter into this Combined Statement of Charges, Informal Settlement Agreement, and Consent Order in a Disciplinary Case (Order) pursuant to Iowa Code Sections 17A.10(1) and 272C.3(4) (2013).

1. The Commission issued the Respondent real estate broker license number B08301000 on February 1, 1989. Respondent's license is current and in full force and effect through December 31, 2016. At all times relevant to this matter, the Respondent was a licensed real estate broker officer, assigned to Duggan Realty & Associates, Inc., license number F04013000, located in Dubuque, Iowa.

2. The Commission has jurisdiction of this disciplinary matter pursuant to Iowa Code chapters 17A, 272C, and 543B (2013). Licenses issued by the Commission are subject to the laws of the State of Iowa and to the administrative rules of the Commission.

**STATEMENT OF CHARGES**

COUNT I

3. Respondent is charged with engaging in practices harmful or detrimental to the public in violation of Iowa Code sections 543.29(1)(k), 543B.34, and 543B.46 (2013) by:

- (a) Failing to maintain the general ledger, individual ledgers, and monthly bank reconciliation to reflect accurate current balances. See 193E Iowa Admin. Code §§ 13.1(6)(a)(3), 18.14(5)(e).

### **CIRCUMSTANCES**

4. On or about July 24, 2013, an examination of the Respondent's real estate trust account and transaction records was conducted by the Commission auditor.

5. The auditor found that the Respondent was not providing a means for a monthly reconciliation on a written worksheet to ensure agreement of the general ledger balance, reconciled bank balance, and sum of the individual ledgers.

6. The auditor found that between the time period of approximately January 2013 and July 2013 the Respondent had a shortage in the trust account in the amount of \$500.00, due to an accounting error that led to an earnest money for a closed transaction that was unintentionally withdrawn from the trust account twice.

7. The \$500.00 deficiency was discovered by the Respondent and corrected by depositing \$500.00 in the real estate trust account before the arrival of the Commission's auditor.

### **SETTLEMENT AGREEMENT**

8. Respondent admits to each and every allegation in the above-stated Statement of Charges. This case shall constitute one violation for purposes of Iowa Code section 543B.29(4) (2013).

9. Respondent acknowledges that he has a right to receive notice of the above-stated charges and to request a hearing before the Commission on the merits of the charges. By freely and voluntarily entering into this Order, the Respondent waives his right to notice and a hearing and all attendant rights, including the right to seek judicial review. This Order constitutes discipline against the Respondent, and is the final agency order in this contested case pursuant to Iowa Code section 17A.10 and 193 Iowa Administrative Code 7.4.

10. Respondent agrees that the State's attorney and/or Commission staff may present this Order to the Commission and may have *ex parte* communications with the Commission while presenting it. Respondent waives any right of notice of this meeting or any right that the Respondent might have to participate in the discussion of this Order among the Commission, the Commission staff and the State's attorney.

11. This Order shall be part of the permanent record of Respondent and shall be considered by the Commission in determining the nature and severity of any future disciplinary action to be imposed in the event of any future violations of the laws and rules governing the practice of real estate by the Respondent.

12. Failure to comply with the terms of this Order shall be prima facie evidence of a violation of Iowa Code sections 543B.29(3), 543B.34(2) and 272C.3(2)(a) (2013) and shall be grounds for further disciplinary action. However, no action may be taken against the Respondent for violations of this Order without a hearing, or waiver of hearing.

13. This Order is not binding on the Iowa Real Estate Commission until it has been formally approved by a majority of the Commission members.

(a) In the event that this Order is rejected by the Commission it shall be of no force or effect to either party, and it shall not be admissible for any purpose in further proceedings in this matter.

(b) If the Commission approves this Order, it shall fully dispose of all issues in this case.

14. Upon acceptance by both the Commission and Respondent, this Combined Statement of Charges, Informal Settlement and Consent Order shall be a public record available for inspection and copying in its entirety in accordance with the requirements of Iowa Code chapter 22 (2013).

#### **CONSENT ORDER**

#### **IT IS THEREFORE ORDERED:**

15. **REPRIMAND.** Pursuant to 193E Iowa Administrative Code section 18.14(1)(j), the Respondent is reprimanded.

16. **CIVIL PENALTY.** Respondent shall pay a civil penalty to the Commission in the amount of one thousand dollars (\$1,000.00) no later than one hundred and eighty (180) calendar days after acceptance of this Order by the Commission. The civil penalty must come under a cover letter addressed to the Commission's Executive Officer and refer to Case 13-200.

17. **FUTURE COMPLIANCE.** The Respondent also shall at all future times fully and promptly comply with all pertinent Orders of the Commission and the statutes and Commission rules regulating the practice of real estate.

**WHEREFORE,** the terms of this Combined Statement of Charges, Informal Settlement Agreement, and Consent Order are agreed to and accepted by the Iowa Real Estate Commission and the Respondent.

**FOR THE RESPONDENT:**


Voluntarily agreed to and accepted by **Terrance M. Duggan** on this 31<sup>ST</sup> day of December, 2013.

  
By: **TERRANCE M. DUGGAN**, Respondent

State of Iowa

County of DUBUGUE

Signed and sworn to before me on this 31<sup>ST</sup> day of DECEMBER, 2013, by:

  
Notary Public, State of Iowa  
Printed Name: Shelly Brenke  
My Commission Expires: 11/16/2015

**FOR THE COMMISSION:**

6<sup>th</sup> Voluntarily agreed to and accepted by the **IOWA REAL ESTATE COMMISSION** on this day of February, 2013/14

  
**SUSAN J. SANDERS**, Chair  
Iowa Real Estate Commission