

# KENTUCKY BOARD OF AUCTIONEERS

## AUCTIONEER, APPRENTICE, AUCTION HOUSE OPERATOR, LIMITED LIVESTOCK AUCTIONEER EXAMINATION STUDY GUIDE

The Kentucky Board of Auctioneers was created in 1962 for the primary purpose of protecting the public. This is accomplished through licensing and regulating auctioneers, apprentice auctioneers, auction house operators and limited livestock auctioneers.

As required by the Auctioneers License Law of 1962 (KRS 330), the Kentucky Board of Auctioneers offers examinations for auctioneer, apprentice auctioneer and livestock auctioneer licenses. The examinations are designed to protect the public by ensuring a minimum level of competence for licensees.

Today the field of auctioneering encompasses a vast array of types and kinds of auctions. It is impossible for the examination to cover all possible types and kinds of auctions a licensee might encounter. Instead, the examination attempts to cover auction law, general auction practice, professional ethics, terminology, mathematics, sales tax, plus common areas and auction types most likely to be encountered by the majority of today's auctioneers and auction house operators.

The object of this study guide is to assist the applicants with their study and preparations for the examination by providing basic information and areas for study. The final responsibility for the complete study and proper preparation for the examination rests with the applicant and may require other sources.

The material in this Study Guide is intended solely for the purpose of preparation and study for the Kentucky Principal Auctioneer, Apprentice Auctioneer, Auction House Operator and Limited Livestock Auctioneer License examination applicants. This material is limited in scope and has been structured and written specifically for its intended purpose. Therefore, this Study Guide is not intended to be applicable for any other use or purpose.

### EXAMINATION FORMAT

Each examination is divided into sections. **The first section** tests the applicant's knowledge of general information relevant to auctioneering in Kentucky, the laws governing auctioneering, ethical considerations, auction practice and terminology. **The second section** deals with mathematics. **The third section** encompasses contracts. **The fourth and fifth sections** consist of questions about a closing statement, and the opening and closing remarks. The answers are in a multiple-choice format or a true and false format. The examination time period is three hours.

	APPRENTICE	AUCTIONEER	AUCTION HOUSE OPERATOR	LIMITED LIVESTOCK
General Questions	√	√	√	√
Math Questions	√	√	√	√
Contract Questions	√	√	√	
Closing Statements		√	√	
Opening/Closing Remarks		√		
Kentucky Auctioneer Law	√	√	√	√

Note: The examination questions are weighted by point value.

The question and point format for the **auctioneer examination** is:

- 100 questions on law and general subjects, ½ point each.
- 10 questions on mathematics, 1 point each.
- 20 questions on the auction listing contract form, ½ point each.
- 20 questions on the closing statement, ½ point each.
- 10 questions on the opening and closing remarks, 2 points each
- 160 questions, 100 possible points, 75 point minimum score required to pass.

The question and point format for the **apprentice examination** is:

- 120 questions on law and general subjects, ½ point each.
- 10 questions on mathematics, 3 points each.
- 20 questions on the auction listing contract form, ½ point each.
- 150 questions, 100 possible points, 75 point minimum score required to pass.

The question and point format for the **auction house operator** examination is:

- 110 questions on law and general subjects, ½ point each.
- 10 questions on mathematics, 1 point each.
- 18 questions on the auction listing contract form, 1 point each.
- 17 questions on the closing statement, 1 point each.
- 155 questions, 100 possible points, 60 point minimum score required to pass.

The question and point format for the **limited livestock auctioneer** examination is:

- 40 questions on law and general subjects, 2 points each.
- 10 questions on mathematics, 2 points each.
- 50 questions, 100 possible points, 60 point minimum score required to pass.

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## 1. GENERAL QUESTIONS

### AUCTION LAW, PRACTICE AND ETHICS

Questions on the examination will test your knowledge and understanding of auction law, practice and ethics, as well as your ability to apply your knowledge and understanding of actual “real life” situations. A copy of auction related laws is included along with this study guide and should be thoroughly studied and understood. These consist of:

1. The Auctioneers License Law of 1962, Kentucky revised Statutes Chapter 330, as amended.
2. The Regulations of the Kentucky Board of Auctioneers.
3. Uniform Commercial Code section “Sale By Auction” KRS 355.2-328

**The KRS numbers are given for reference only and are not necessary to memorize for the examination**

## Terminology

A large part of the terminology for this section is covered in the Auctioneer's License Law - KRS 330.020. It is very important that you know and understand in detail all of the terminology and the three types of auctions.

### Other Terminology Not Included in KRS 330.020

**Buyer's Premium** - A fee charged to buyers at some auctions. The buyer's premium is a percentage that is added to the last or final bid to determine the actual selling price. If the item selling is personal property, then sales tax should be figured on the actual selling price, the bid price plus the premium. If the item is real estate, then the "sale price" (what is recorded on the deed) is also the bid price plus the premium.

**Bona Fide** - A legal term which means that a person or entity is acting "in good faith, without dishonesty, fraud or deceit."

**Prima Facie** - A legal term that indicates evidence is sufficient to establish an allegation as reasonably probable, a strong appearance of a wrongful act. The facts in a complaint against a licensee must constitute prima facie evidence before the Board of Auctioneers will grant a hearing.

**Reciprocate/Reciprocity** - The mutual exchange of rights or privileges, such as the mutual recognition and exchange of auctioneer's licenses between states.

**Fair Market Value** - The estimated price that a willing seller will take for goods and a willing buyer will give, if neither buyer nor seller is under any compulsion or undue influence to buy or sell. The price an item brings at a properly advertised and conducted auction may be a controlling factor in determining that item's fair market value.

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## Types of Auctions

**1. Absolute Auction:** After the auctioneer calls for bids on an article or lot, that article or lot cannot be withdrawn unless no bid is made within a reasonable time - KRS 330.220 (5) & KRS 355.2-328 (3). An auction without reserve means an absolute auction - KRS 330.220(5).

**The law provides certain requirements regarding absolute auctions- KRS 330.220.** It is important that you study this law in detail. The following is a synopsis to assist you with your study of this important section.

**1.** No auction can be advertised "absolute" or with similar meaning unless (a), (b), and (c) are met.

(a) **1.** There can be no liens or encumbrances, except current taxes.

**OR**

**2.** All lien holders sign the absolute auction contract or a binding commitment agreeing to sell to the highest bidder.

**OR**

3. A financially responsible person, firm, or corporation signs the absolute auction contract or a binding commitment to guarantee that the liens will be paid regardless of the high bid.

- (b) There must be a bona fide intent to transfer ownership at the time of advertising and at the time of the auction regardless of the bid or bidder.
- (c) The listing contract must state that the auction is “absolute” or “without reserve” and that in no way shall the seller, or anyone on the seller’s behalf, bid.

2. The above does not prohibit:

- (a) A secured party from bidding as long as this does not establish a reserve.
- (b) An individual involved in dissolution of marriage, partnership, or corporation from bidding following that dissolution.
- (c) An individual party involved in an estate from bidding as an individual.
- (d) The non-misleading advertising, with equal emphasis, of “absolute” and “reserve” items in the same auction.

3. Except as noted above, the seller may not bid at an absolute auction, nor may anyone bid upon his/her behalf. No licensee shall knowingly receive such a bid by or on behalf of the seller.

**2. Auction With Reserve:** The auctioneer may withdraw the goods at any time until he announces completion of the sale - KRS 355.2-328. The goods may be put up subject to the seller’s confirmation or subject to a certain reserve price - KRS 330.220(5). At an “auction with reserve” the seller has the right to reject or confirm a bid. This does not automatically give the seller, or anyone acting on the seller’s behalf, the right to bid - KRS 330.220(6)(c) and KRS 355.2-328(4).

**3. Auction With Reserve and the Seller Reserving the Right to Bid:** The auctioneer may withdraw the goods at any time until he announces completion of the sale - KRS 355.2-328. The goods may be put up subject to the seller’s confirmation or subject to a certain reserve price - KRS 330.220(5). The seller, or someone acting on the seller’s behalf, may bid, provided that full disclosure has been made that liberty for such bidding is retained. No licensee shall knowingly receive such a bid without this full disclosure - KRS 330.220(6)(c) and KRS 355.2-328(4).

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### **Additional Auction Law and Principles**

- 1. All auctions are presumed to be with reserve unless they are explicitly absolute or without reserve. KRS 330.220(5)
- 2. There is no requirement that at an auction with reserve the reserve must be announced when it is attained. KRS 330.220(6)(d)
- 3. Licensees may bid on their own behalf provided that this has been fully disclosed to the bidders and the seller. KRS 330.220(6)(a)
- 4. Each lot sold separately at auction is the subject of a separate sale. KRS 330.220 (1)
- 5. A sale by auction is complete when the auctioneer announces the item sold or “by the fall of the hammer”. However, at a real estate auction, the agreement between buyer and seller must be put into a written sales and purchase contract to be enforceable.
- 6. If it becomes immediately apparent at the close of the bidding that the auctioneer and a bid assistant or ringman have acknowledged the same bid from different bidders, the auctioneer may continue the bidding between the disputed bidders. KRS 330.220 (2)

7. Regardless of the type of auction, a bidder can always retract her/his bid at any time before an item sells (before the “hammer falls”).
8. If a bidder does retract her/his bid this does not automatically revive any of the previous bids.
9. If an auctioneer knowingly takes a bid on the seller’s behalf and notice for the seller reserving the right to bid has not been given, then the buyer may avoid the sale or take the item at the last good faith bid, except at forced sales.
10. Generally speaking, once an item is sold to the highest bidder the sale is final; however, an item can be “resold” or considered “not sold” if the buyer and seller agree.
11. An auctioneer, at his/her discretion, can accept or refuse bids from anyone who lacks contractual legal capacity such as a minor, an intoxicated person or someone who is mentally incompetent (See the Study Guide section on contracts).
12. At both reserve auctions and without reserve auctions, the auctioneer may establish reasonable bid increments once an opening bid has been offered. KRS 330.220(5)
13. The Kentucky Board of Auctioneers will hold the auction house operator and auctioneer responsible for all aspects of an auction not conducted in a legal, ethical and proper manner.
14. An apprentice can only be under the supervision of one principal auctioneer at any one time. A principal auctioneer is responsible to the Board for any actions of her/his apprentices that may be a violation of the Auctioneers License Law of 1962.
15. All employees of an auctioneer or an auction house operator are that auctioneer’s and/or auction house operator’s agents, and as such, the auctioneer and auction house operator can be held accountable and libel for an employee’s auction related statements and/or actions.
16. There is no legal requirement that auction staff such as ringmen, bid spotters, clerks, or cashiers must be licensed to work an auction, if their duties do not fall under the definition of auctioneer, apprentice, or auction house operator.
17. Absentee bids are allowed at an auction at the discretion of the auctioneer and/or auction house operator; and these bids can be handled by whomever the auctioneer and/or auction house operator so designates.
18. Auction “Finder’s Fees” can be paid only to individuals licensed by the Kentucky Board of Auctioneers, or when involving real estate sold at auction, a real estate “Finder’s Fee” can also be paid to a real estate licensee.
19. An auction house operator is required to provide a receipt or receipts to all individuals or businesses placing merchandise with him/her for sale at auction. Also, he/she must keep a copy of each receipt given for merchandise and give a true copy of the receipt or receipts to the owner of the property accepted for sale at auction.

**REMEMBER THAT THE KRS NUMBERS ARE GIVEN ONLY FOR REFERENCE AND DO NOT NEED TO BE MEMORIZED FOR THE EXAMINATION.**

## SAMPLE QUESTIONS

1. The Kentucky Board of Auctioneers is appointed by vote of the Kentucky General Assembly.

- A. True
- B. False

**Discussion** - The correct answer is **B.** (False). KRS 330.050(1) states that the governor shall appoint the members of the Board.

2. All Auctioneers' licenses expire

- A. On January 1.
- B. On June 30.
- C. On January 31.
- D. Each year on the date that the auctioneer was originally licensed.
- E. None of the above.

**Discussion** - The correct answer is **B.** (June 30). KRS 330.070(6)(a) specifies the expiration date of June 30.

3. A buyer who discovers that a seller bid on his own goods, without prior notice for such bidding, can by law insist that the item be resold.

- A. True
- B. False

**Discussion** - The correct answer is **B.** (False). This was an illegal act by the seller; however, insisting that the item be resold is not an option available to the buyer under the law. See KRS 355.2 -328(4).

4. Charlie Sims is a principal auctioneer and Larry is one of his apprentices. Last Saturday Larry worked as a ringman and a bid caller at an auction in the next county for auctioneer Frank Goss. Which of the following statements is correct?

- A. This arrangement is legal as long as Charlie gave Larry permission to work for Frank, but Larry cannot in any way receive any kind of pay for this work.
- B. Larry can work as an apprentice and receive pay from other auctioneers, but only with Charlie's permission.
- C. Larry can work as an apprentice for other auctioneers, but only with Charlie's permission. However, even with Charlie's permission to work for other auctioneers, Larry can only receive pay, for working as an apprentice, through Charlie.
- D. Under no circumstances can Larry work, as an apprentice auctioneer, for any auctioneer other than Charlie.
- E. None of the above is correct.

**Discussion**- The correct answer is **C.** Larry can work and be paid as an apprentice for other auctioneers but only with the permission of his principal auctioneer and only if he receives his pay, if any, through his principal auctioneer. In the above example Frank would have had to send Larry's pay to Charlie and then Charlie would pay Larry. See KRS 330.110(4)

## **ESCROW ACCOUNTS**

**Escrow Account-** A special account in which funds belonging to others are kept separate and apart from the auctioneer's own business or personal funds.

### **Basic Requirements for Escrow Account**

1. All proceeds resulting from an auction and being held for settlement must be kept in an escrow account.
2. Funds from more than one auction can be placed into the same escrow account.
3. If the auction consists of both personal property and real estate, then the proceeds from both can be held in the same escrow account.
4. An auctioneer or an auction house operator cannot pay auction related expenses directly from the escrow account. After an accounting and full settlement with the seller, the auctioneer/auction house operator then transfers his/her commission and expense money due, if any, from the escrow account into the auctioneer's or auction house operator's business account. It is from this business account that all expenses are to be paid.
5. If an escrow account is interest bearing, then all parties should agree in writing as to the disposition of the interest.

### **Disbursement of Escrow Funds**

Generally, the paying out of funds in an auction escrow account occurs in one of the following ways:

1. Upon an accounting and full settlement (if real estate, then upon settlement at closing).
2. Upon the written agreement of all parties.
3. Under the specific terms of the auction-listing contract.
4. By court order.

The disbursement of any real estate escrow funds must also follow the appropriate real estate laws and regulations.

### **SAMPLE QUESTION**

1. John Harris is a real estate broker and an auctioneer. After his last auction he placed the proceeds from the personal property and the real estate down payment in the same escrow account. Was this legal?
  - A. Yes
  - B. No

**Discussion** - The correct answer is **A.** (Yes). It is legal to place funds from both personal property and real estate in the same escrow account. See the proceeding basic escrow account requirement number **3.**

## **ADVERTISING**

**All public auctions are advertised in some way. The following are some basic auction advertising guidelines.**

- 1.** The Kentucky Board of Auctioneers will hold the auction house operator and the auctioneer responsible for the type, manner and content of an auction's advertising.
- 2.** An auction cannot be advertised in any way until an auction listing contract has been properly signed.
- 3.** Certain basic information regarding the advertising should be included in the auction listing contract including:
  - a.** Who will be responsible for paying the advertising expenses and when.
  - b.** What will be the type of advertising and the budget.
  - c.** If the auction is to be advertised as absolute, then all requirements under the absolute auction law must be followed (see the Study Guide section on absolute auction).
- 4.** All advertising for an auction must include the managing auctioneer's name and signify that he/she is an auctioneer. KRS 330.230(1) The auctioneer's license number may also be listed, but it is not required.
- 5.** The buyer's premium, if any, must be disclosed in all terms and conditions, included in any advertising for a particular auction. Note: Not all advertising, such as signs, will contain terms and conditions.
- 6.** All auction advertising must comply with KRS 330.230 - Paragraph (3) "Court Ordered" auctions; Paragraph (4) "Bankruptcy" auctions; Paragraph (5) "Seized Property", "Confiscated Property" or "Forfeiture Property" auctions; Paragraph (6) "Liquidation", "Surplus", "Inventory Reduction" or "Going Out of Business" auctions; Paragraph (7) "Estate" auctions; and Paragraph (8) "Living Estate" auctions. Be sure to study the requirements for advertising each type of the preceding auctions.



## **WARRANTY LAW**

There are several aspects of warranty law that affect an auctioneer and auction house operator; however, for the examination you only need to be familiar with the general provisions of the warranty law for exclusion or modification of implied warranties - KRS 355.2-316.

- 1.** In many instances auctioneers will sell an item "as is" and/or "with all faults", generally this means the auctioneer and the auction house operator does not warrant or guarantee an item's condition or authenticity.
- 2.** Statements of fact or promises made, by an auctioneer or an auction house operator or their employees, regarding an item are not affected by such language; and, as such, the auctioneer and auction house operator can be held accountable for all statements of fact or promises.

## REAL ESTATE

These paragraphs on real estate are applicable in detail to the auctioneer's exam. The auction house operator and livestock auctioneer exams may cover general information from this section. As this section of the Study Guide suggests, the examination emphasis on real estate is basic terminology.

1. **Real Estate/Real Property-** Means real estate in its ordinary meaning, including but not limited to timeshares, options, leaseholds, and other interests less than leaseholds of any form or type which may be lawfully kept or offered for sale, exchange, or lease. Real estate usually includes all improvements to the land, such as buildings, fences and fixtures. Title for real estate sold at auction passes at closing with delivery and acceptance of the deed.
2. **Fee Simple-** The highest type of real estate ownership recognized by law. It is complete ownership for all time and is the most common type of ownership.
3. **Life Estate-** A temporary ownership of real estate. Usually the life estate ownership expires at the death of a designated person. This type of ownership is more often used in family situations where one family member retains ownership of the family property until his/her death, at which time ownership transfers to another family member. Interest in property held in a life estate may be sold, but rights to the property end at the death of the individual to whom the life estate was originally given.
4. **Eminent Domain-** The federal, state and local government's right to take property after adequate compensation for the purpose of using the land for the public good. Examples include land taken for highways, urban renewal projects, airport expansion, schools and parks, plus for the use of power companies, telephone companies, natural gas companies and railroads.
5. **Lease-** An agreement that conveys the use and possession, but not ownership, of property for a specified period. Unless a lease is released or expires, that lease remains with the property even if that property is sold. Leases for a year or more must be in writing.
6. **Encumbrances-** Any binding adverse interest, claim, charge or liability on a property which in some manner burdens or diminishes the value of the property. Common encumbrances include the following:
  - a. **Lien-** An adverse claim or charge against a property when that property is being used as collateral for a debt or a legal interest created upon non-payment of a debt such as unpaid taxes or contractor's bills. Tax liens usually take priority over other liens and are paid off first when a property is sold. When property is sold, any unpaid liens are usually paid off at the time of transfer (closing). If the liens are not paid, transferred or released at the time of closing then they would remain on the property.
  - b. **Mortgage-** A document which pledges property as security for a loan. A mortgage is a type of lien that becomes void on payment or performance according to stipulated terms. An additional mortgage on a property is called a second or junior mortgage. Usually when a property is sold, the first mortgage is paid off before the second or junior mortgage.
  - c. **Restrictions-** Private agreements placed in the public record that affect or limit the use of real property. Restrictions include things such as building specifications on new homes in a subdivision or limitations as to the future use of a property.
  - d. **Easements-** A right acquired by one party to the limited use of property owned by another. Easements are often for accesses to landlocked properties and rights of way for special purposes such as power or telephone lines. Easements usually pass with the title to a property.
7. **Grantor-** The seller of real property, the grantor, conveys title of the property to the grantee, the buyer. The grantor must be legally competent to convey title to the property and if the grantor has a spouse, she/he must also sign the listing contract and the deed.
8. **Grantee-** The buyer of real property, the grantee, receives title of the property from the grantor, the seller. The grantee must be correctly identified in the deed.

9. **Deed-** A written document by which the grantor conveys to the grantee an interest, usually ownership, in real property. A deed must recognize that the grantor received valuable consideration for the property and describe the property such that a competent surveyor could locate the plot of the property. The deed should specify any exceptions or reservations to the deed, including encumbrances, liens, mortgages, taxes, restrictions, easements or limitations of the title. To be valid, a deed must be properly signed and delivered. While it is recommended that a deed also be recorded, it is not required.

### **COMMON TYPES OF DEEDS**

1. **General Warranty-** A deed in which the grantor warrants the greatest protection. This is the most common type of deed. The grantor warrants or guarantees the following:
- a. That the grantor has the right to convey title to the property.
  - b. That there are no liens or encumbrances other than those stated in the deed.
  - c. That the title is good against any other claims.
  - d. That the grantor will deliver any other documents needed to make the title good.
  - e. That if the title fails at any time in the future, the grantor will compensate the grantee.
  - f. That the above guarantees cover not only the time that the grantor owned the property, but also extends back through time to all previous owners.
2. **Special Warranty-** A deed in which the grantor warrants or guarantees the title against encumbrances or defects that may have occurred only during the grantor's period of ownership, other than as described in the deed. This deed limits the liability of the grantor to the grantee.
3. **Quitclaim-** A deed which conveys only such ownership as the grantor may have. If the grantor has good title, then the deed conveys that ownership, but without any warranty or guarantee. A quitclaim deed provides the grantee with the least protection of any type of deed and is often used to release doubtful claims, interests and liens.
4. **Deed of Correction-** A deed that changes information or corrects a mistake in a prior deed, but does not transfer ownership of the property.

Remember, a real estate auction listing contract must conform to all applicable auction and real estate laws and regulations and if the seller is married, then the spouse must also sign. Real estate sales and purchase contracts must be in writing to be enforceable.

### **SAMPLE QUESTION**

1. From the standpoint of the grantor, which one of the following types of deeds creates the least liability?
- A. Special Warranty
  - B. General Warranty
  - C. Quitclaim
  - D. A. and B. create an equal amount of limited liability.
  - E. B. and C. create an equal amount of limited liability.

**Discussion** - The correct answer is C. (Quitclaim). The grantor is the seller and from the seller's standpoint, a Quitclaim deed creates the least liability. See the above Study Guides section on the types of deeds.

## ESTATES

1. **Estate**- A person's complete financial status or condition with reference to all assets, possessions, and rights and all their debts, liabilities and obligations.
2. **Testate**- To die with a valid will.
3. **Intestate**- To die without a valid will.
4. **Executor (male), Executrix (female)**- The person specified in a will (by the person making the will) to carry out the wills provisions.
5. **Administrator (male), Administratrix (female)**- The person appointed by the court to oversee the settling of an estate where there is no will, or the will is not valid, or when the Executor or Executrix is not specified or cannot or will not serve.

For an estate auction the auctioneer and/or the auction house operator must be certain that the person signing the auction listing contract has the proper legal authority. That person must be the duly confirmed Executor/Executrix or the duly appointed Administrator/Administratrix.

### **SAMPLE QUESTION**

1. Sam Turner died last year intestate. Mary Snelling, Sam's sister, has contacted auctioneer Tom Turner about a possible auction to settle Sam's estate. Mary has told Tom that Sam died intestate and that she is the Executrix for Sam's estate. Which of the following statements is correct?
  - A. Tom should have Mary sign an auction listing contract as the Executrix as soon as possible.
  - B. If Sam died intestate, then that means he died without a valid will and as such the estate would have an Administrator or Administratrix, not an Executrix. Tom should not sign the auction listing contract with Mary.
  - C. Sam died intestate. This means that he died inside the Commonwealth of Kentucky and Mary, as the estate's Executrix, can sign the auction listing contract with Tom.
  - D. It does not matter whether Mary is the Executrix or not, as Sam's sister she can authorize the auction.
  - E. None of the above are correct.

**Discussion** - The correct answer is **B**. If Sam died intestate, Mary cannot be the Executrix. If Tom wants to conduct Sam's estate auction, he needs to negotiate with and sign the auction listing contract with the Administrator or Administratrix. See the above Study Guide section on estates.

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## FIREARMS

To sell firearms at auction, the auctioneer must follow auction laws and regulations plus Federal and State Firearms Laws and Regulations. The Board recommends all questions be directed to the ATF. **Guidelines from Federal and State Firearms Laws and Regulations Include:**

1. An auctioneer without a Federal Firearms License may occasionally sell a legal firearm in an "Estate-Type" auction. However, if those sales reach the level that the auctioneer is considered "engaged in the business of selling firearms", a Federal Firearms License is required. An Auctioneer or Auction House Operator may not accept firearms on consignment without a Federal Firearms License.
2. If an auctioneer or an auction house operator buys firearms for the purpose of resale, then that auctioneer or auction house operator would obtain a Federal firearm dealer license.
3. An auctioneer, without a Federal license, can only sell a firearm to a resident of the state in which the auction is being held, unless the purchaser is a licensed Federal firearms dealer.

4. That auctioneer can only sell a shotgun or rifle to a purchaser who is at least 18 years old and a handgun to a purchaser who is at least 21 years old.
5. Some types of firearms, such as machine guns, short-barreled shotguns or rifles, and hand-held guns with a smooth bore which chambers a shotgun shell, are strictly controlled and cannot be sold by an auctioneer without the proper Federal firearms license or pursuant to a Federal Court order and under the supervision of The Department of Alcohol, Tobacco and Firearms.
6. Most antique guns made before 1898 and that do not use center fire cartridges are considered and sold as antiques not guns, and as such, are exempt from the above guidelines.

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## **LIVESTOCK**

Before livestock can be sold at auction, there are certain tests and health certificates required. For the purpose of the examination you do not need to know the different tests and certificates. It is important that you understand that it is the auctioneer's responsibility to see that the required tests are completed and the appropriate health certificates obtained prior to the auction.

### **Additional study material for the livestock auctioneer applicant:**

1. A limited livestock auctioneer license is only permitted to be used at fixed base livestock markets which are regulated by the United States Department of Agriculture.
2. As with all auctions, the livestock auctioneer may establish reasonable bid increments customary for a livestock auction.
3. The asking bid is chanted by the livestock auctioneer.
4. As with all auctions, the auctioneer reserves the right to settle any disputed bid.
5. The livestock auctioneer does not have to have an escrow account where he bid calls provided the auctioneer never handles the auction proceeds and that the livestock market maintains and utilizes an escrow account.
6. As with all auctions, the livestock auctioneer is allowed to bid with the proper disclosure as required in KRS 330.220(6)(a).
7. The livestock auctioneer does not pay the stockyards staff out of his/her salary.
8. Livestock auctioneers may sell hogs, cattle, sheep and other livestock at the same stockyards on the same day under the same license.
9. A livestock auctioneer may sell for more than one stockyard on the same license.
10. The auction core course is required once every four years.

## SALES TAX

**The Kentucky Sales and Use Tax Law and Regulations are very lengthy. For the examination you should know and understand the following points.**

1. Kentucky Sales Tax is currently 6%.
2. Under the Kentucky Sales Tax law, sales at auction are considered “retail sales” and as such, auctions are subject to sales tax.
3. Auctioneers in Kentucky may be exempt from the requirement of collecting sales tax at a charitable auction if:
  - a. The qualifying entity or charitable group (church, school, civic club, or other nonprofit charitable, religious or educational organization) is sponsoring the auction; and
  - b. The purchaser directly pays the charitable group making the sales at the auction; and
  - c. The charitable group is responsible for the collection, control and disbursement of the auction proceeds.  
KRS 139.010
4. All auction house operators and auctioneers conducting an auction in Kentucky are required, themselves or through their auction company, to maintain a Sales and Usage Tax permit reporting number.
5. Auctioneers and auction house operators are required to collect sales tax on taxable items from non- exempt purchasers. The Kentucky Department of Revenue will consider the auctioneer and the auction house operator as the party responsible for remitting any sales tax due from an auction (regardless of whether or not the tax was actually collected).
6. Auctioneers and auction house operators must remit sales tax due to the Kentucky Department of Revenue on the remission schedule assigned, (monthly, quarterly or annually) based on the volume of sales. The tax receipts must be submitted within 20 days of the end of your assigned period. If you had no sales during that period, a signed return is still required.
7. Remember, at auctions with a buyer’s premium, the sales tax should be figured on the actual sales price (bid price *plus* the premium).
8. **Non-taxable items** most likely encountered by auctioneers include:
  - a. **Real Estate and Services-** Ky. sales tax applies only to non-exempt personal property.
  - b. **Grocery Store Foods-** Most edible foodstuffs that are not considered luxury foods are non- taxable. Luxury foods that include soft drinks, candy, alcoholic beverages and prepared foods purchased for immediate consumption, such as at a restaurant, are taxable.
  - c. **Motor Vehicles-** Registered licensed motor vehicles (including motorcycles) are taxed by the County Clerk when title is transferred at the Clerk’s office. For the examination it shall be assumed that the buyer will pay the auctioneer the purchase price of the vehicle and then meet the seller on the next business day at the County Clerk’s office to transfer the vehicle and at that time pay the appropriate Sales and Usage Tax.
9. **Tax-exempt Purchasers-** There are three categories of tax- exempt purchasers most common at auctions.
  - a. **Dealers-** Individuals or businesses that buy items at auction for resale (not to use) are not required to pay sales tax. These “Dealers” are required to have their own Sales and Usage Tax Permit Number and *must* complete a Resale Certificate that the auctioneer must keep on file for a least four years.
  - b. **Tax-exempt Institutions and Organizations-** Certain groups are exempt from sales tax when purchasing items for that group. Such groups include: Religious Organizations (Churches), Charitable Organizations, Non-Profit Educational Agencies and Historical Sites. These purchasers must have an exemption number and complete a Purchase Exemption Certificate.
  - c. **Agricultural Purchases-** Items which farmers purchase for direct use in the production of crops as a business or in the occupation of raising and feeding livestock or poultry or producing milk for sale are not taxable. Such items include farm machinery and repair parts, seed, fertilizer, farm chemicals, feed and supplements, dairy or breeding livestock that will constitute food for human consumption, and farm work stock. The auctioneer is required to have the purchaser complete the proper Farm Machinery Exemption Certificate or the Agricultural Exemption Certificate.

**10. Penalties-** An auctioneer or an auction house operator are liable for any sales tax due if the auctioneer or auction house operator auctioneer do not meet his/her responsibilities under the law. These responsibilities include using “good faith” to determine if the item and/or purchaser are tax exempt and acquiring and maintaining the proper Exemption Certificates.

### **SAMPLE QUESTION**

1. Auctioneer Jeff Hunt (or auction house operator Jeff Hunt) conducted an auction. The auction cashier obtained the names and exemption numbers from the tax-exempt purchasers, but did not have them complete Exemption Certificates. As long as the names and numbers are kept on file this procedure is proper.

- A. True
- B. False

**Discussion** - The correct answer is **B. (False)**. Exemption Certificates must be completed. Names with Sales and Usage Tax Permit Numbers themselves, without the completed Exemption Certificates, are not sufficient under the Kentucky Sales and Use Tax Law. See the Study Guide section on Sales Tax.

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## **SPELLING**

There will be questions on the examination regarding the proper spelling of auction related terminology. To prepare for these questions you should especially note the terminology that appears throughout this Study Guide in the bold print.

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## **2. MATHEMATICS**

This section of the examination will cover types of basic mathematical computations that most auctioneers might encounter in the course of their auction practice. All mathematics questions on the examination will be multiple-choice. Choose the best response.”

***Due to space limitations this section of the study guide is not complete.*** Applicants should prepare by using other sources of study, such as a good high school level mathematics textbook that covers the following areas:

1. Basic addition, subtraction, multiplication and division.
2. Fractions and percentages (especially for commission rates).
3. Formulas for converting fractions into decimals and decimals into fractions.
4. Formulas for determining the area and perimeters of geometric figures such as squares and rectangles.
5. Methods for solving principal and interest problems.
6. Methods for determining profit and loss.

Math problems on the examination may require knowledge in other areas such as sales tax. You also should know that one acre contains 43,560 square feet.

**SAMPLE QUESTIONS**

1. A rectangular lot contains 34,875 square feet. The width is 125 feet. What is the depth of the lot?

- A. 379 feet
- B. 279 feet
- C. 250 feet
- D. 125 feet
- E. Cannot be determined from the information given.

**Discussion** - The correct answer is **B.** (279 feet). Since you know that the area of a rectangle is its length times its width, you can find the depth by dividing the width into the area.

$$34,875 \text{ square feet in the area divided by } 125 \text{ feet in the width} = 279 \text{ feet in the depth}$$

2. A farm has 1/4 of its land in woodland, 1/5 in pasture, and the remainder under cultivation. If the woodland is 150 acres, how many acres are under cultivation?

- A. 270 acres
- B. 272.73 acres
- C. 330 acres
- D. 600 acres
- E. Cannot be determined from the information given.

**Discussion** - The correct answer is **C.** (330 acres).

**Step One** – How many acres are in the whole farm?

You are told that 1/4 of the farm is woodland and that the woodland is 150 acres. This means that the farm has a total of 600 acres. 150 Acres of woodland x 4 (1/4 of the total farm is woodland) = 600 acres total for the farm.

**Step Two** – What percentage of the farm is in both woodland and pasture?

Convert the fractions into decimals and add.

$$1/4 = 1 \div 4 = .25$$

$$1/5 = 1 \div 5 = .20$$

$$.25 + .20 = .45 \text{ total area in woodland and pasture (45 \%)}$$

**Step Three** – What percentage of the farm is under cultivation?

You now know that the woodland and pasture make up 45% (.45) of the farm and of course the whole farm is equal to 100% (1.00). This means that the acres under cultivation must be 55% (.55) of the farm.

100%	OR	1.00	The whole farm
<u>- 45%</u>		<u>- .45</u>	Woodland and pasture
55 %		.55	Under cultivation

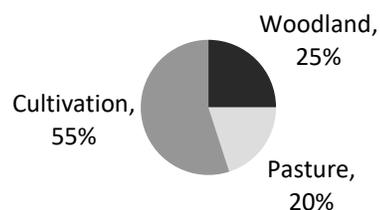
**Step Four** – How many acres are under cultivation?

You now know that the farm has a total of 600 acres and that .55 or 55% of those acres are under cultivation.

600 Acres

x .55 (Percentage of farm in cultivation)

330 Acres under cultivation



3. You are advertising an auction and have 5,000 handbills printed at a cost of \$125 per thousand. You insert a two column, eight inch ad in the local newspaper to run two days at a rate of \$4.50 per column inch per day. What is the total of the above advertising costs?

- A. \$625.
- B. \$659.
- C. \$697.
- D. \$769.

**Discussion** - The correct answer is D. (\$769.).

**Step One**

\$125. Cost of handbills per thousand  
x 5 Number of thousands of handbills  
 \$625. Total cost of handbills

**Step Two**

2 Number of ad columns  
x 8 Number of ad inches  
 16 Total number of ad column inches, per day  
x \$4.50 Rate per column inch, per day  
 \$72.00 Total ad cost per day  
x 2 Number of days ad ran  
 \$144.00 Total cost of newspaper ads

**Step Three**

\$625. Cost of handbills  
+ 144. Cost of newspaper ads  
 \$769. Total cost of advertising

4. You conducted an auction for a client. The sale total was \$41,225. Sales tax collected was \$2,096.25; your fee is 8%; advertising was \$640.; and the labor was \$550. Assume that there were no other expenses and that the seller had agreed in the auction listing contract to pay the advertising and labor expenses. What were the net proceeds of the auction due to the seller?

- A. \$34,640.75
- B. \$34,808.45
- C. \$36,737.00
- D. \$38,833.25

**Discussion** - The correct answer is C. (\$36,737.00).

**Step One**

\$41,225. Total Gross Sales  
x 8% Commission Rate  
 \$ 3,298. Total Commission

**Step Two**

\$3,298. Commission  
 640. Advertising  
+ 550. Labor  
 \$4,488. Total Expenses to Seller

**Step Three**

\$41,225. Total Gross Sales  
-4,488. Total Expenses to the Seller  
 \$36,737. Net to Seller

The \$2,096.25 collected for sales tax is between the auctioneer and the Kentucky Department of Revenue and does not affect the net proceeds to the seller.

5. A man invested \$9,000. at 7 1/4% interest per annum and \$3,500. at 5 1/2% interest per annum. How much money did he have after a year?

- A. \$855.00
- B. \$12,500.00
- C. \$13,345.00
- D. \$13,402.25

**Discussion** - The correct answer is C. (\$13,345.00).

**Step One** – Convert 7 1/4% and 5 1/2% into decimals

$$7 \frac{1}{4}\% = 7.25\% \qquad 5 \frac{1}{2}\% = 5.5\%$$

**Step Two**

$$\begin{array}{r} \$9,000.00 \text{ Amount invested} \\ \times \underline{7.25\%} \text{ Rate of interest} \\ \$ 652.50 \text{ Interest earned for one year} \end{array}$$

**Step Three**

$$\begin{array}{r} \$3,500.00 \text{ Amount invested} \\ \times \underline{5.5\%} \text{ Rate of interest} \\ \$ 192.50 \text{ Interest earned for one year} \end{array}$$

**Step Four**

$$\begin{array}{r} \$ 9,000.00 \text{ Amount originally invested} \\ 3,500.00 \text{ Amount originally invested} \\ 652.50 \text{ Interest earned for one year (Step Two)} \\ + \underline{192.50} \text{ Interest earned for one year (Step Three)} \\ \$ 13,345.00 \text{ Total of original investment and earned interest} \end{array}$$

6. Five years ago, Mr. Thomas bought an antique walnut halltree for \$1,250.00. This year he sold the halltree at auction for a net of \$1,800.00. Discounting any expenses, what was his percentage of profit/loss?

- A. 44% loss
- B. 44% profit
- C. 30.56% loss
- D. 30.56% profit

**Discussion** - The correct answer is B. (44% profit). Remember, you must figure the percentage of profit or loss on the original investment.

**Step One**

$$\begin{array}{r} \$1,800.00 \text{ Amount netted} \\ - \underline{1,250.00} \text{ Original amount invested} \\ \$ 550.00 \text{ Profit realized} \end{array}$$

**Step Two**

$$\begin{array}{r} \$550.00 \text{ Profit realized} \\ \div \underline{\$1,250.00} \text{ Original investment} \\ .44 \text{ or } 44\% \text{ Profit} \end{array}$$

7. Mr. Johnson is interested in selling his house and 22 acres at auction. If Mr. Johnson wants to net at least \$524,000 after paying an auction commission of 7%, which will include all auction expenses, what is the least the property would need to sell for if rounded off to the nearest hundred?
- A. \$563,500.00
  - B. \$565,500.00
  - C. \$487,320.00
  - D. \$560,900.00

**Discussion** - The correct answer is **A.** (\$563,500).

**Step One**

The total selling price is equal to 100%.  
 The commission is equal to 7%.  
 Therefore the net to the seller will be 93%.

OR

$$\begin{array}{r} 100\% = 1.00 \\ - 7\% = .07 \\ \hline 93\% = .93 \end{array} \text{ (% of the whole the seller will net)}$$

**Step Two**

$$\begin{array}{r} \$524,000 \text{ (price the seller wants to net)} \\ \div .93 \text{ (% of the whole the seller will net)} \\ \hline \$563,440.86 \end{array}$$

**Step Three**

\$563,440.86 rounded off to the nearest hundred, for the seller to net at least \$524,000.00 is \$563,500.00

8. You have been contacted by a developer that is considering placing an undeveloped tract of land at auction. If the tract consists of total of 120,000 sq. ft. with 3/16 of the area dedicated to roads, 1/5 dedicated to common grounds and 1/16 dedicated to utilities how much square footage is remaining for housing?
- A. 54,000
  - B. 74,374
  - C. 66,000
  - D. 81,780

**Discussion** - The correct answer is **C.** (66,000).

**Step One**

Convert the fractions into decimals and add.

$$\begin{array}{l} 3/16 = 3 \div 16 = .1875 \\ 1/5 = 1 \div 5 = .2 \\ 1/16 = 1 \div 16 = .0625 \\ \hline .45 \text{ or } 45\% \end{array}$$

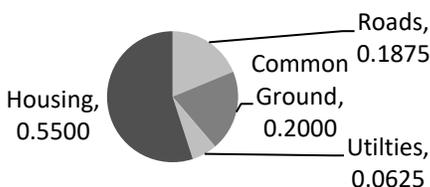
45% of the land is already dedicated to non-housing.

**Step Two**

The tract as a whole (120,000 sq. ft.) is equal to 100%  
 Less the known land dedicated to non-housing 45%  
 The remaining area is available for housing 55%

**Step Three**

$$\begin{array}{r} 120,000 \text{ sq. ft. (the whole)} \\ \times 55\% \text{ (the percent that is available for housing)} \\ \hline 66,000 \text{ the number for square feet available for housing} \end{array}$$



### **3. CONTRACTS**

For contracts, the examination will focus primarily on contract-related terminology and the basic contract requirements as they relate to common auction practice. The examination will also cover questions from a narrative that relate to a blank contract.

1. **Contract-** A voluntary oral or written mutual agreement by competent parties with mutual promises upon legal consideration, that creates, modifies or destroys a legal relationship.
2. **Auction Listing Contract-** The agreement between the auction house operator or the auctioneer and the seller (or his/her agent) where the parties agree to the offering of certain goods at auction as set forth in the contract. All auction listing contracts are required by law to be written.
3. **Auction Sales Contract-** The agreement to sell and buy certain goods between the seller and the buyer, with the auctioneer acting as the seller's agent. The majority of auction sales contracts for personal property are oral. All auction sales and purchase contracts for real property are required to be in writing.
4. **Valid Contract-** An agreement that meets all legal requirements for a contract and as such has legal force and binding effect.
5. **Void Contract-** A contract that is null, having no legal force or binding effect and as such is unenforceable.
6. **Voidable Contract-** A contract which may be avoided or declared void by one or more parties of that contract.
7. **Enforceable Contract-** A contract which meets all of the legal requirements for a contract and as such would be enforced by the courts. Contracts in certain situations may be enforceable on one party but not another, such as a contract with a minor (see Legal Capacity).
8. **Real Property/Real Estate-** Means real estate in its ordinary meaning, including but not limited to timeshares, options, leaseholds, and other interests less than leaseholds of any form or type which may be lawfully kept or offered for sale, exchange, or lease. Real estate usually includes all improvements to the land, such as buildings, fences and fixtures. Title for real estate sold at auction passes at closing with delivery and acceptance of the deed.
9. **Personal Property-** Means any tangible or intangible property, goods, services, chattels, merchandise, commodities, or any item of value in any form or type, other than real property, which may be lawfully kept or offered for sale, exchange, or lease. Title for personal property sold at auction usually passes when the auctioneer accepts the final bid and announces the item sold (at the "fall of the hammer").
10. **Chattels-** Moveable personal property, such as furniture, automobiles and livestock.
11. **Commodities-** Interest in agricultural products, silver, gold and other products customarily sold or traded in commercial markets, may or may not be chattels.
12. **Consignor-** The person or authorized agent or entity that consigns goods to an auctioneer. The consignor is usually the seller.
13. **Consignee-** The auctioneer to whom goods are entrusted by another (the consignor) for sale at auction.
14. **Spouse-** A husband or wife.
15. **Encumbrance-** Any binding adverse interest, claim, charge, or liability on an item which in some manner burdens or diminishes the value of that item. The most common encumbrance is a lien.
16. **Lien-** An adverse claim or charge against an item when that item is being used as collateral for a debt. The auction house operator has a responsibility to act in good faith to determine that any and all goods consigned and sold at his/her auction house are free and clear from any and all liens and/or any other encumbrances.

## **Six Basic Requirements for All Contracts to be Valid and Enforceable**

- 1. Legal Capacity/Contractual Authority-** All parties to a contract must be of legal age (18), mentally competent, and/or not intoxicated. If a bidder lacks legal capacity (such as a minor) then the “sales contract” could be voidable and unenforceable against that bidder. As the seller’s agent the auctioneer must act in the seller’s best interest and at her/his discretion decide whether to accept the bid. If acting on behalf of another individual, for a corporation, partnership, entity or an estate that person must be duly authorized.
- 2. Legal Purpose-** The purpose, consideration and goods involved in the contract must be legal.
- 3. Offer and Acceptance-** In the auction listing contract the auctioneer offers to sell the goods at auction and the seller accepts. During bidding the auctioneer “offers” the item or goods and solicits bids. The bids are a series of offers and counter offers. When the auctioneer declares the item sold the auctioneer thereby “accepts”, as the seller’s agent, the last bid.
- 4. Consideration-** Something of “good and valuable consideration” that is exchanged. In the auction listing contract, this is usually a commission or a fee paid by the seller to the auctioneer.
- 5. Reality of Consent-** All parties must enter into the contract voluntarily and without misrepresentation, fraud, duress, menace, undue influence, or mistake. All parties to a contract must have a mutual understanding of the contract contents.
- 6. Legal Form-** All auction listing contracts are required to be in writing. The contract must include the names of all parties and be signed by all appropriate parties (the seller and the auctioneer). The contract must also include all of the aspects of the agreement, in clear and certain terms and be dated. If the seller is married, then marital rights must be released and the spouse must also sign the contract. If there is more than one owner/seller, then all co-owners or partners must sign.

## **Other Basic Requirements for Auction Listing Contracts**

1. There must be a properly signed auction listing contract before any advertising.
2. A detailed description of the goods to be sold should be included.
3. Any outstanding liens, encumbrances and leases must be listed.
4. If buyer’s premium is used, then it should be clearly stated in the auction listing contract.
5. The contract must clearly state who will be responsible for all appropriate auction expenses such as advertising, hauling or moving fees, clean-up fees, the costs of survey, livestock testing, auction preparation and set-up and auction labor; and when these expenses will be paid.
6. Along with who will pay the advertising expenses, the contract should also include details on the advertising and the advertising budget.
7. The contract must clearly reflect if the auction is absolute, with reserve or with reserve and the seller reserves the right to bid and comply with the appropriate requirements of the auction law (see the Study Guide section on auction types).
8. If the auction is absolute, it is the auctioneer’s and the auction house operator’s responsibility to make sure that the seller fully understands the law regarding absolute auctions. Remember all absolute auction listing contracts must state that the auction is “absolute” or “without reserve” and that in no way can the seller bid.
9. Include when the auction accounting and settlement are to take place.
10. If the auction includes real estate, an auctioneer/broker or both an auctioneer and a broker must sign the listing contract. The contract must also conform to all applicable real estate laws and requirements.
11. A copy of the contract must be given to the seller and any other signatories immediately after signing.
12. An auction house operator is required to provide a receipt or receipts to all individuals or businesses placing merchandise with him/her for sale at auction. Also, he/she must keep a copy of each receipt given for merchandise and give a true copy of the receipt or receipts to the owner of the property accepted for sale at auction.

## **LISTING CONTRACT DISCHARGE and TERMINATION**

Generally, most auction listing contracts are usually discharged or terminated in one of the following ways:

1. Completion of the auction followed by a proper accounting and full settlement. This accounting and settlement should occur within 30 days after the sale of an item unless there is a legal requirement that funds be held in escrow longer than 30 days.
2. A contract can be terminated by the mutual agreement of all parties. If the auction has not yet been advertised, the auctioneer or the auction house operator and the seller can mutually agree to cancel the auction and terminate the contract.
3. The withdrawal of the seller or the resignation of the auctioneer or auction house operator if either can demonstrate that the other is not properly discharging his/her duties under the listing contract.
4. By court order.

## **CONTRACT FORMS**

Along with questions covering contract law and principles, you also should be familiar with some of the basic and frequently used auction listing contract formats and forms. On the examination, you will be given an auction listing contract narrative and a blank contract form. You will not be graded on the form itself, but on a series of multiple-choice questions regarding the narrative as it relates to the auction listing contract form.

### **SAMPLE QUESTION**

1. Which of the following is not one of the six basic requirements for a valid and enforceable contract?
  - A. Reality of Consent
  - B. Consideration
  - C. Offer and Acceptance
  - D. Subrogation
  - E. All of the above are one of the six basic requirements for a valid and enforceable contract.

**Discussion-** The correct answer is **D.** (Subrogation). Subrogation is not one of the six basic requirements. See the above Study Guide section on contracts.

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## **4. SETTLEMENT and CLOSING STATEMENT**

This section of the examination will test your knowledge of what information is necessary for a proper auction settlement with a seller and your understanding of how to apply this information in a Closing Statement. On the examination, you will use the auction listing contract narrative and a corresponding Closing Statement narrative to properly fill out a Closing Statement. You will not be graded on the Closing Statement itself, but on a series of multiple-choice questions regarding the Closing Statement.

**Closing Statement-** The accounting of an auction between the auction house operator or auctioneer and the seller. This accounting is usually prepared by the auction house operator, auctioneer or auction staff and presented to the seller at the time of settlement. Closing Statements are a list of all the auction related expenses which are to be, according to the listing contract, charged to the seller, listed as debits, and all of the seller's auction income, listed as credits with the difference between the two being the "Net Due Seller". An accounting and settlement are required under The Kentucky Board of Auctioneers Regulation (831 KAR 1:020). Closing Statements vary greatly depending upon the auction house operator and the auctioneer. The following is a version of a basic Closing Statement. For the examination, the applicant should study the following example and seek additional assistance.

The J.L. Smith auction was held on March 19, 2011 at 12465 Highway 462, Fisherville, KY. The Auctioneer was Bill Howard. The auction totaled \$39,742. The antiques totaled \$4,362, the tractor and other farm equipment brought \$18,950, the livestock totaled \$14,175, and the remainder sold was household goods. The total sales tax collected was \$298.14. The auction listing contract stated commission as: 15% on the antiques, 20% on the household goods, 10% on the tractor and farm equipment and 8% on the livestock.

In the auction listing contract the seller agreed to pay the advertising expenses not to exceed \$2,000.00 and to pay the livestock testing fee. The livestock testing fee was \$175 and the advertising expenses totaled \$2,160. There was an outstanding lien balance of \$5,100 on the tractor that is to be paid off in full at the time of settlement. After the auction was complete, the auctioneer advanced J. L. Smith \$4,000 from the auction proceeds. All other auction proceeds were placed in the auctioneer's escrow account. The settlement was on April 7, 2011.

**Below is an example of a completed Closing Statement for the previous narrative.**

Name of Seller	<u>J. L. Smith</u>	Date of Auction	<u>March 19, 2011</u>
Address of Seller	<u>12456 Hwy. 462 Fisherville, Ky.</u>	Date of Settlement	<u>April 7, 2011</u>
Name of Auctioneer	<u>Bill Howard</u>		
<b><u>IN ACCOUNT WITH THE SELLER</u></b>			
		<b><u>DEBIT</u></b>	<b><u>CREDIT</u></b>
Gross Sales – Household Goods			\$ 2,255.00
Gross Sales – Antiques			4,362.00
Gross Sales – Tractor and Farm Equipment			18,950.00
Gross Sales – Livestock			14,175.00
Commission – Household Goods	\$ 451.00		
Commission – Antiques	654.30		
Commission – Farm Equipment	1,895.00		
Commission – Livestock	1,134.00		
Advertising Expense	2,000.00		
Livestock Testing Expense	175.00		
Lien on Tractor – Final Payment	5,100.00		
Advance to Seller on Auction Day	4,000.00		
<b>Sub-totals (total reduction to seller)</b>	<b>\$15,409.30</b>		
<b>Net Due Seller</b>	<b>24,332.70</b>		
<b>Totals</b>	<b>\$39,742.00</b>		<b>\$39,742.00</b>

The Closing Statement on the examination may be more complex than the example. Along with the commission and advertising, you also must know how to handle items such as hauling fees, clean-up expenses, veterinarian fees, clerk and cashier fees, set-up expenses, liens and real estate closing expenses and fees. The advance in the previous narrative is not an expense of the auction itself, but is an expense to the seller and as such is a debit to the seller. Sales tax is between the auctioneer or auction house operator and the Kentucky Department of Revenue and is neither an expense (debit) nor an income (credit) to the seller. Remember, you must follow the auction listing contract and expenses to the seller are debits and income to the seller are credits.

## **5. OPENING AND CLOSING REMARKS**

This section of the examination will test your knowledge and understanding of a proper opening statement and appropriate closing remarks.

### **OPENING STATEMENT**

An opening statement should be carefully thought through and well prepared. It must establish the auctioneer's control, involve the audience and set the tone for the auction, as well as be complete, interesting and businesslike. The content of opening statements are quite varied depending on the auction and the auctioneer.

#### **Basic components for a general purpose opening statement**

1. Obtain the attention of the audience.
2. Welcome the audience to the auction.
3. Introduce yourself as a Kentucky licensed auctioneer and introduce your staff.
4. Introduction of the sellers, if appropriate.
5. Explain the reason for the auction, such as to settle an estate, seller retiring, etc.
6. Describe what will be selling, in general terms, such as a fine group of antiques and collectibles, a well-maintained group of farm equipment, etc.
7. Explain bidder registration.
8. Explain in detail the complete terms and conditions, include how (cash, check, etc.) and when payment is to be made, warranty disclaimers (such as "as is" and "where is"), when does the item become the property and responsibility of the buyer, and what are the removal times and procedures.
9. Explain appropriate bidding procedures, such as bidding increments, auctioneer reserving the right to bid, etc.
10. Explain in detail sales tax. State the tax rate and explain how everything is subject to sales tax unless either the item or purchaser is exempt. These exemptions should be explained (see the Study Guide section on sales tax).
11. Explain the basic auction order, such as which type of items sell first, second, third and last or that items will be sold in numerical order.
12. Ask if anyone in the audience has any questions before the selling begins.

### **BID CALLING**

For the examination know the basic bid calling components listed below.

1. **Chant and Voice-** Based on the smoothness and rhythm of your chant and the quality of your voice. Your chant should be one that can be maintained throughout a long auction, and does not strain your voice unnecessarily but remains strong and distinctive. Use vocal variety for emphasis, breathe deeply, and relax your throat so that you can project your voice rather than shout.
2. **Description of Merchandise-** You must give a description of the item. Identify any special features and describe the item's condition.
3. **Control-** Control represents your general management of the auction situation. It includes your poise and self-confidence as well as your ability to keep the auction properly paced neither too fast nor too slow for the audience to follow. It also reflects your ability to keep track of the bidding and the bidders, the pace of the bidding, control of bidding increments and other general management tasks.

### **CLOSING REMARKS**

In the closing remarks the auctioneer should thank the bidders and remind them of the point at which items became the responsibility of the purchaser, instructions for payment and removal, and any other appropriate remarks for this auction.

# KENTUCKY AUCTION LAW

This is a copy of the auction-related law that should be thoroughly studied and understood for the examination. You will also find "Study Tips" throughout the law to assist you in your examination preparation. It is important that you know and understand all of the following law in full detail. Remember that the KRS numbers are for reference only and do not need to be memorized.

The following is the Kentucky Revised Statutes and Regulations regarding auctioneer licensing in Kentucky. This printing does not constitute an official text of these sections from the Kentucky Revised Statutes and is intended for informational and educational purposes only is not intended to be applicable for any other use or purpose. No representation is made as to the accuracy or completeness of these sections. The certified versions of the Kentucky Revised Statutes should be consulted for all matters requiring reliance on the statutory text.

## KRS CHAPTER 330 AUCTIONEERS AND AUCTION HOUSE OPERATORS

### **330.010 Title.**

This chapter shall be known and may be cited as the Auctioneers License Law of 1962.

### **330.020 Definitions for chapter.**

As used in this chapter, unless the context otherwise requires:

- (1) "Advertisement" means any written, oral, or electronic communication that:
  - (a) Offers real or personal property or any combination thereof by or at auction; or
  - (b) Promotes, solicits, induces, or offers to conduct an auction or to provide auction services;
- (2) "Apprentice auctioneer" means any person who is employed or supervised, directly or indirectly, by an auctioneer to deal or engage in any activity in subsection (6) of this section, excluding the authority to enter into an auction listing contract or to independently maintain an auction escrow account;
- (3) "Auction" means any method of sale, lease, or exchange of real property, personal property, or any combination thereof, by means of competitively increasing or decreasing bids. Any sale, lease, or exchange of real property, personal property, or any combination thereof, advertised or presented in any way by or at auction, is an auction for the purposes of this chapter;
- (4) (a) "Auction house" means any fixed base commercial establishment at which personal property is regularly or customarily offered at auction, or at which personal property is customarily or regularly deposited and accepted, on consignment or otherwise, for sale at auction at a fixed location;  
(b) "Auction house" does not mean:
  1. Those establishments which limit personal property sold in regard to thoroughbred horses or other horses or any interests therein, including but not limited to horse shares and seasons;
  2. Tobacco and fixed-base livestock markets regulated by the United States Department of Agriculture; or
  3. Fixed-base motor vehicle markets regulated by the Kentucky Motor Vehicle Commission pursuant to KRS Chapter 190;
- (5) "Auction house operator" means the individual principally or ultimately responsible for the operation of an auction house, or in whose principal interest the establishment is operated. The auction house operator is responsible for retaining a licensed auctioneer to call bids at all auctions at the auction house;
- (6) "Auctioneer" or "principal auctioneer" means any person who offers, solicits, negotiates, or attempts to offer, solicit, or negotiate an auction listing contract, sale, lease, or exchange of real property, personal property, or any other item of value, or any combination thereof, which may lawfully be kept or offered for sale, lease, or exchange, or any combination thereof, by or at auction, or who offers the same at auction and who is allowed to supervise and accepts the responsibility of sponsoring one (1) or more apprentice auctioneers;
- (7) "Board" means the Board of Auctioneers;
- (8) "Escrow Account" means an account, separate from the auctioneer's individual or office account, in which all money belonging to others is held for the preservation and guarantee of funds until disbursement to the appropriate party;
- (9) "Limited livestock auctioneer" means any auctioneer whose professional activities are limited to the calling of bids at the sale of livestock at fixed-based livestock yards operating under the control and guidance of the United States Department of Agriculture;

- (10) "Personal property" means any tangible or intangible property, goods, services, chattels, merchandise, commodities, or any item of value in any form or type, other than real property, which may be lawfully kept or offered for sale, exchange, or lease;
- (11) "Person" means any individual, association, partnership, corporation, limited liability company, or other business entity, including any officer, director, or employee thereof;
- (12) "Real property" means real estate in its ordinary meaning, including but not limited to timeshares, options, leaseholds, and other interests less than leaseholds of any form or type which may be lawfully kept or offered for sale, exchange, or lease; and
- (13) "Sealed bid auction" means a sealed bidding procedure which incorporates or allows for any competitive increasing or decreasing of bids after the opening of sealed bids. A "sealed bid auction" is an auction subject to the provisions of this chapter.

**Study Tip-** The above definitions are very important. When did the license law go into effect? Understand livestock and auction house operator's licenses.

**330.030 Auctioneer's license required -- When auction house operator's license required.**

- (1) It is unlawful for any person to advertise or act as an auctioneer or apprentice auctioneer within the Commonwealth, or advertise or act as an auctioneer or apprentice auctioneer of real or personal property located within the Commonwealth, without a license issued by the board.
- (2) It is unlawful for any person to advertise or act as a limited livestock auctioneer within the Commonwealth without a license issued by the board.
- (3)
  - (a) It is unlawful for any person to advertise or act as an auction house operator within the Commonwealth without a license issued by the board.
  - (b) An auction house operator shall be a licensed auctioneer or apprentice auctioneer if he or she acts as an auctioneer or apprentice auctioneer. If licensed as an auctioneer, an auction house operator license shall not be required.
  - (c) If an auction house operator conducts and operates more than one (1) auction house, a license shall be issued for each location, and the initial and renewal fees shall be applicable.
  - (d) This subsection applies to each co-owner or manager of an auction house who actively participates in the operation of the auction house, but who is not an auctioneer.
- (4)
  - (a) Each licensed principal auctioneer or auction house operator who takes possession of money for another in relation to an auction shall maintain at least one (1) escrow account.
  - (b) If a licensee already maintains an escrow account due to licensure pursuant to KRS Chapter 198B, 324, or 324A, the licensee shall not be required to maintain a second, separate escrow account.

**330.032 License required for real estate sales at auction -- Collaboration between auctioneer and real estate broker.**

- (1) A licensed auctioneer shall not sell real estate at auction without a real estate broker's license.
- (2) A licensed real estate broker shall not sell real estate at auction without an auctioneer's license.
- (3) Notwithstanding the provisions set forth in KRS 426.522, an auctioneer and real estate broker may collaborate in conducting the sale of real estate at auction. When an auctioneer and real estate broker collaborate in the conduct of a sale of real estate at auction, a real estate broker shall be paid for services rendered as a broker, and an auctioneer shall be paid for services rendered as an auctioneer.

**330.040 Exceptions to KRS 330.030.**

- (1) KRS 330.030 shall not apply to:
  - (a) An auction conducted by or under the direction of any public authority or pursuant to any judicial order or decree, or to any sale required by law to be at auction;
  - (b) An auction of any real or personal property conducted exclusively by an individual who personally owns such real or personal property and who did not acquire such real or personal property for resale. This paragraph is applicable only to individuals. It does not apply to any other "person" as defined in KRS 330.020, nor does it apply to any officer, director, or employee thereof when engaged in any duties associated with those capacities.
  - (c) Any person who calls bids at the sale of livestock owned and offered at auction by 4-H Clubs or FFA Clubs or club members, or by any university operated by the Commonwealth of Kentucky;
  - (d) An auction conducted by or on behalf of any political party, church, or charitable organization,

corporation, or association if:

1. The individual conducting the sale receives no compensation and does not, by advertising or otherwise, present himself or herself as a licensed auctioneer;
2. All real or personal property is donated and not consigned; and
3. One hundred percent (100%) of the net proceeds of the auction are donated to the political party, church, or charitable organization, corporation, or association; or

(e) A student who:

1. Is calling bids for a maximum of twenty (20) items or lots of personal property during a twenty-four (24) hour period at an auction;
2. Is under the direct supervision of a person who is both the student's instructor from a board-approved auction education provider and a licensed auctioneer; and
3. Receives no compensation and does not, by advertising or otherwise, present himself or herself as being a licensed auctioneer.

The student and the supervising auctioneer instructor may both be liable for the student's auction-related activities.

- (2) Notwithstanding the provisions of this section, a licensee shall not be exempt from any provisions of this chapter in connection with or by reason of his participation in any sale excepted under this section.

### **330.050 Board of Auctioneers -- Membership -- Supplies and conveniences --**

#### **Insurance -- Fees and charges -- Fund -- List of licensees --**

#### **Administrative regulations -- Removal of members -- Compensation.**

- (1) There is hereby created a Board of Auctioneers. The Governor shall appoint a board consisting of five (5) members, all of whom immediately prior to the date of their appointment have been residents of the Commonwealth of Kentucky for five (5) years, and four (4) whose vocation for a period of at least five (5) years has been that of an auctioneer. One (1) member shall be a citizen at large who is not associated with or financially interested in the practice or business regulated. The term of the members of the board shall be for three (3) years and until their successors are appointed and qualified. Members to fill vacancies shall be appointed for the unexpired term.
- (2) At no time shall there be more than two (2) auctioneer members of the same political party on the board. Whenever there is an auctioneer vacancy on the board, within sixty (60) days the Kentucky Auctioneer Association shall recommend to the Governor at least three (3) names for each auctioneer vacancy, and such appointment or appointments shall be made from the recommendations of the association, unless the Governor rejects the list of three (3) names and requests that the Kentucky Auctioneer Association submit a new list of (3) names within sixty (60) days of the Governor's request. If the Kentucky Auctioneer Association fails to timely submit its recommendations to the Governor, the Governor may immediately appoint a qualified auctioneer to fill this vacancy.
- (3) The board, immediately upon qualification of the member appointed in each year, shall organize by selecting from its members a chairman.
- (4)
  - (a) No member of the board shall reside in the same county as another member.
  - (b) A majority of the board shall constitute a quorum for the transaction of business.
  - (c) No member may serve on the board for more than six (6) consecutive years. A member may serve on the board for six (6) consecutive years on more than one (1) occasion if that person is not a member of the board for at least two (2) years between periods of board service.
- (5)
  - (a) The board shall obtain office space, furniture, stationery, and any other proper supplies and conveniences reasonably necessary to carry out the provisions of this chapter. If any items deemed to be reasonably necessary by or which are required by the board are available through vendors under contract with the Commonwealth of Kentucky at less cost than if obtained otherwise, then the items shall be acquired pursuant to the contract.
  - (b) The board shall have full authority to obtain for its members, staff, and employees complete insurance coverage, including, but not limited to, liability and errors and omissions insurance, so long as the insurance concerns the business of the board.
- (6) All fees and charges collected by the board under the provisions of this chapter shall be paid into the State Treasury through the Finance and Administration Cabinet and shall be credited to an agency fund account for the Board of Auctioneers under the provisions of KRS 45.253 and shall be withdrawn or expended as provided in that section, if such payment, credit, withdrawal, or expense provisions do not conflict with any provision of this chapter.
  - (a) The board may establish and collect reasonable fees relating to the administration and enforcement of this chapter for application or other processing costs, on-line service, continuing education provider services, copy and

mailing services, or other fees necessary to offset the licensing and processing costs.

- (b) The total expenses for all purposes and obligations of the board shall not exceed the total fees, charges, fines, penalties, and other income imposed under the provisions of this chapter and paid into the state treasury.
- (c) The board shall be financially self-sustaining, and if funds permit it may underwrite, within its financial limitations, educational programs for the enlightenment and benefit of all licensees who have paid fees pursuant to this chapter.
- (7) The board shall maintain annually a list of the names and addresses of all licensees regulated by the board. This list shall also contain the names of all persons whose licenses have been suspended or revoked within the preceding year, as well as any other information relative to the enforcement of the provisions of this chapter that the board may deem of interest to the public.
- (8) The board may promulgate administrative regulations with the approval of the executive director of the Kentucky Real Estate Authority in accordance with KRS Chapter 13A as required to fulfill the duties and functions assigned to the board by this chapter.
- (9) A board member shall be automatically removed from the board and a vacancy shall occur when:
  - (a) An auctioneer member of the board ceases to be a licensed auctioneer;
  - (b) A nonlicensed member of the board acquires a license regulated by the board;
  - (c) A board member enters a plea of guilty, an Alford plea, a plea of no contest to, or has been convicted of, any felony, and the time for appeal has passed or the judgment of conviction has been finally affirmed on appeal;
  - (d) A board member ceases to be a resident of the Commonwealth of Kentucky;
  - (e) The member displays incompetence, neglect of duty, or unprofessional conduct;
  - (f) The member fails to adhere to a duly adopted code of ethics of the board. Failure to adhere to this code shall be determined by official action of the board;
  - (g) The member enters a plea of guilty to, or has been found guilty of, a felony and the time for appeal has passed or the judgment of conviction has been finally affirmed on appeal; or
  - (h) The member misses three (3) consecutive meetings or misses more than twenty-five percent (25%) of the meetings held over the previous twelve (12) month period.
- (10) The Governor shall set the compensation of the members of the board, but voting members of the board shall be compensated no less than three hundred dollars (\$300) per day for official business, subject to an annual maximum of six thousand dollars (\$6,000). Members shall be reimbursed for all expenses paid and incurred in the discharge of official business consistent with the reimbursement policy for state employees. With the approval of the executive director of the Kentucky Real Estate Authority within the Department of Professional Licensing, board members and board staff may attend and travel to and from meetings and events relevant to the board and the industry the board represents.

**Study Tip-** Pay particular attention in this section to the numbers, such as the number of commissioners/board members, the number of years for their terms, etc. Who appoints the Commissioners?

**330.060 Requirements for licensure -- Examination, fee, exception -- Service of process.**

- (1)
  - (a) Every applicant for licensure shall be at least eighteen (18) years of age, show proof of a high school diploma or equivalent, and, within the preceding five (5) years, shall not have committed any act that constitutes grounds for license suspension or revocation under this chapter.
  - (b) The board may waive the high school diploma or equivalent requirement if the applicant demonstrates sufficient life experience and competency by affidavit or other evidence as required by the board.
  - (c) Any license issued pursuant to this chapter shall be granted only to a person found to be of good repute, trustworthy, and competent to transact the business for which the license was granted in a manner requisite to safeguarding the interest of the public.
  - (d) Effective July 1, 2015, an applicant for an apprentice auctioneer license or auction house operator's license shall have successfully completed at least twelve (12) hours of approved classroom instruction, consisting of the core course and six (6) additional hours as prescribed by the board, from a board-approved auction education provider.
  - (e) The board may waive the twelve (12) hours of approved classroom instruction requirement if the applicant demonstrates sufficient previous auction experience and competency by affidavit or other evidence as required by the board.
- (2) The board is authorized to require information from every applicant to determine the applicant's honesty and truthfulness.
- (3)
  - (a) Every applicant shall successfully complete an examination, conducted by the board or its authorized representative. Every application for examination shall be submitted on board-prepared forms, and each applicant shall furnish pertinent background data as outlined on the forms.

- (b) To defray the cost of administration of the examination, the board shall require each applicant to remit an examination fee established by administrative regulations promulgated by the board in accordance with KRS Chapter 13A.
  - (c) Examination fees shall be nonrefundable.
  - (d) If the applicant is unable to attend the scheduled exam, the examination fee shall be deferred to the next scheduled administration of the examination.
  - (e) Upon successful completion of the examination, the applicant shall apply for initial licensure within forty-five (45) days of receiving notice of successfully completing the examination.
  - (f) The examination shall be of the scope and wording sufficient in the judgment of the board to establish the competency of the applicant to act as an auctioneer or other licensee regulated by the board.
- (4) If a license has been revoked, suspended, or is allowed to expire without renewal, the board may require the applicant to pass the written examination or complete some form of board-approved auction education before a license may be issued.
  - (5) If a license has not been renewed within six (6) months of the expiration date, the board shall require a person to successfully complete the written examination before a license is issued.
  - (6) In addition, every nonresident applicant shall file an irrevocable consent that actions may be commenced against the applicant in any court of competent jurisdiction in the Commonwealth of Kentucky, by the service of any summons, process, or pleadings authorized by law on the authorized representative of the board. The consent shall stipulate and agree that the service of any summons, process, or pleadings on the authorized representative shall be taken and held in all courts to be as valid and binding as if actual service had been made upon the applicant in Kentucky. In case any summons, process, or pleadings are served upon the authorized representative of the board, it shall be by duplicate copies, one (1) of which shall be retained in the office of the board, and the other immediately forwarded by certified mail, return receipt requested, to the last known business address of the applicant against whom the summons, process, or pleadings are directed.

**Study Tip-** What is required to attain all licenses, including age, education and examination fees? Know in detail the requirements for all renewals.

**330.070 Apprentice auctioneer requirements -- Issuance of license -- Fees -- Continuing education requirement -- Pocket license -- Duty of auctioneer upon termination of apprentice employment -- Placement of licenses in escrow -- Notice of change of address.**

- (1) An apprentice auctioneer applying for an auctioneer license shall, subject to the provisions of KRS 330.060:
  - (a) Possess a current Kentucky apprentice auctioneer license;
  - (b) Serve an apprenticeship for a period of one (1) year as an apprentice auctioneer in Kentucky;
  - (c) Submit a statement to the board, signed by the principal auctioneer, verifying that the applicant has actively and materially participated in at least ten (10) auctions prior to application; and
  - (d) Successfully complete at least eighty (80) hours of approved classroom instruction from a board-approved auction education provider. The board may waive the eighty (80) hours of approved classroom instruction requirement if the applicant demonstrates sufficient previous auction experience and competency by affidavit or other evidence as required by the board.
- (2) An apprentice auctioneer with an original license issued prior to June 30, 2010, or after July 1, 2015, shall be required to successfully complete the auctioneer examination.
- (3) If an applicant for an auctioneer license resides in a state which does not have a current reciprocity agreement with the board, the board may waive the eighty (80) hour education requirement or the apprenticeship requirement, or both, if the applicant demonstrates sufficient previous auction experience and competency by affidavit or by other evidence as required by the board.
- (4) An applicant for an auctioneer license who has previously held an auctioneer license which has been revoked, suspended, or which has expired without renewal may request, and the board may grant, a waiver of the requirement of possession of a current apprentice license.
- (5) Every application for a license issued by the board shall be submitted on forms prepared by the board. Each applicant shall furnish pertinent background data as outlined on those forms.
- (6) The board shall promulgate administrative regulations in accordance with KRS Chapter 13A to establish an initial license fee and annual renewal license fee, neither of which shall exceed one hundred fifty dollars (\$150).
  - (a) All licenses shall expire on the thirtieth day of June.
  - (b) Each license shall be renewed on or before the expiration date.

- (c) In addition to the renewal fee, a late fee shall be established by administrative regulations promulgated by the board on each license renewed within six (6) months after the expiration date.
- (d) In the absence of any reason or condition which might warrant the refusal of renewing a license, and upon timely receipt of the renewal form and the annual fee, the board shall issue a license for the ensuing year.
- (7) (a) The board may require as a condition precedent to the renewal of any license, that each licensee complete continuing education up to ten (10) hours per license year. The board may impose different continuing education requirements upon different classifications of licenses under this chapter. The continuing education requirements in this subsection shall not apply to those auctioneers licensed prior to January 1, 1980.
  - (b) A licensee who has not completed the required continuing education may, within the time period set forth in subsection (6) of this section, remit a fee established by administrative regulations promulgated by the board with the applicable renewal fees, and the continuing education reporting requirement shall be deferred to the next annual renewal. If the licensee fails to meet the continuing education requirement for the next annual renewal, the licensee shall successfully complete the examination before renewal of his or her license.
  - (c) 1. The board may require all licensees to complete a six (6) hour board-approved core course once every four (4) years, that includes the core subjects of Kentucky auction statutes and regulations, ethics, and any other subject matter deemed appropriate by the board.
  - 2. Effective July 1, 2016, each licensee with at least twenty-five (25) years of continuous licensure shall be exempt from the requirements of this paragraph.
- (8) The board shall prepare and deliver to each licensee a pocket license. The pocket license of the apprentice auctioneer shall contain the name and address of his or her principal auctioneer. The board shall also prepare and deliver a license to each auction house operator.
  - (a) Auction house operators shall display their licenses conspicuously and at all times in the auction house identified on the license.
  - (b) All licensees shall carry their pocket licenses, or a digital facsimile thereof, when performing auctioneering tasks, to be shown upon request.
  - (c) A license or pocket license shall be replaced upon the request of the licensee and payment of a replacement fee established by administrative regulations promulgated by the board in accordance with KRS Chapter 13A.
- (9) When an apprentice auctioneer is discharged or voluntarily terminates employment with the auctioneer for any reason:
  - (a) It shall be the immediate duty of the principal auctioneer to deliver to the board a written release of the apprentice auctioneer; and
  - (b) The apprentice auctioneer shall affiliate with a principal auctioneer within thirty (30) days by submitting to the board an affiliation letter signed by the new principal auctioneer and a fee established by administrative regulations promulgated by the board in accordance with KRS Chapter 13A. An apprentice auctioneer shall not perform any of the acts regulated by this chapter until receiving a new license bearing a new principal auctioneer's name and address.
- (10) (a) A licensee may place his or her license in escrow with the board if the licensee does not engage in any board-regulated auctioneering activity and continues to pay the annual renewal license fee.
  - (b) For each year the license is in escrow, a licensee shall be exempt from the contribution to the auctioneer's education, research, and recovery fund and the continuing education requirement.
  - (c) To reactivate a license in escrow, the licensee shall complete the core course and pay a reactivation fee and the annual renewal recovery fee, both of which shall be established by administrative regulations promulgated by the board in accordance with KRS Chapter 13A.
- (11) Notice in writing shall be given to the board by each licensee of any change of principal business location or residence address within ten (10) days of the change, and the board shall issue an updated license for the unexpired period. The board may fine, suspend, or revoke the license of a licensee who does not notify the board of a change of address within ten (10) days. Changing a business or a residence address on its records shall entitle the board to collect a fee established by administrative regulations promulgated by the board in accordance with KRS Chapter 13A.

**Study Tip-** How long is the minimum apprenticeship period? What is the limit for license issuance and renewal fees for all licenses? Know the requirements for continuing education and what is required for the license and pocket card. Understand what happens when an apprentice is fired or quits. Know how escrowed license works and what is required for a change of address.

**330.095 Reciprocal licensing without examination -- Continuing education requirements.**

- (1) An individual holding an auctioneer license from the proper authority of a state, territory, or possession of the United States of America or the District of Columbia that has licensing requirements equal to or substantially equivalent to the

requirements in this state, and where reciprocal licensing privileges are granted to residents of this state, may obtain an auctioneer license without examination and pre-license education if:

- (a) The board has entered into a valid reciprocal agreement with the proper authority of the state, territory, or possession of the United States of America or the District of Columbia from which the nonresident applicant has a valid license;
  - (b) The applicant submits to the board the completed reciprocal application, including the irrevocable consent described in KRS 330.060, and the license and exam verification from a reciprocal state; and
  - (c) The applicant pays the applicable reciprocal fee:
    1. The initial reciprocal fee shall be the greater of:
      - a. The sum total of the initial license and recovery fees charged by the applicant's reciprocal state to a Kentucky resident for an initial reciprocal license; or
      - b. The sum total of the current initial license and recovery fees assessed by the board to a nonreciprocal Kentucky licensee; and
    2. The renewal reciprocal fee shall be the greater of:
      - a. The sum total of the renewal license and recovery fees charged by the applicant's reciprocal state to a Kentucky resident for a renewal reciprocal license; or
      - b. The sum total of the current renewal license and recovery fees assessed by the board to a nonreciprocal Kentucky licensee.
- (2) If a licensee is issued a Kentucky reciprocal license via a jurisdiction that has continuing education requirements, the Kentucky reciprocal licensee shall be exempt from reporting continuing education. If a licensee is issued a Kentucky reciprocal license via a jurisdiction that does not have a continuing education requirement, the Kentucky reciprocal licensee shall report continuing education pursuant to KRS 330.070.
- (3) Disciplinary sanctions against a reciprocal licensee imposed by any licensure jurisdiction may be grounds for disciplinary action by the board.

**330.100 Place of business -- Sign to be erected, requirements, exception -- Claims and disputes.**

- (1) Every auctioneer licensed under this chapter shall maintain a definite place of business in the Commonwealth, except that a nonresident holding a valid Kentucky auctioneer license is not required to maintain an active place of business in the Commonwealth if a place of business is maintained in the nonresident's state.
- (2) Every auction house operator licensed under this chapter shall maintain a definite place of business in the Commonwealth, and shall erect and maintain a sign in a conspicuous place on the premises at or near the outside entrance to all fixed locations. The sign shall be written in clear and legible letters of not less than two (2) inches in height, and shall contain the name and license number of the auction house operator, and the name of the auction house, if different than the name of the operator. The sign shall be placed so that it can easily be observed and read by anyone entering the auction house.
- (3) All claims or disputes of auctions conducted in the Commonwealth of Kentucky and auctions of real or personal property located in the Commonwealth of Kentucky shall be adjudicated by the courts of this state.

**Study Tip-** Know the requirements for a place of business and who should maintain a sign.

**330.110 License suspension, revocation, and other penalties -- Grounds.**

The board may suspend for a period up to five (5) years or revoke the license of any licensee, or levy fines not to exceed two thousand dollars (\$2,000), with a maximum fine of five thousand dollars (\$5,000) per year arising from any single incident or complaint, against any licensee, or place any licensee on probation for a period of up to five (5) years, or require successful passage of any examination administered by the board, or require successful completion of any course of auction study or auction seminars designated by the board, or issue a formal reprimand, or order any combination of the above, for violation by any licensee of any of the provisions of this chapter, or for any of the following causes:

- (1) Obtaining a license through false or fraudulent representation;
- (2) Making any substantial misrepresentation;
- (3) Pursuing a continued and flagrant course of misrepresentation or intentionally making false promises or disseminating misleading information through agents or advertising or otherwise;
- (4) Accepting valuable consideration as an apprentice auctioneer for the performance of any of the acts specified in this chapter, from any person, except his or her principal auctioneer;

- (5) Failing to account for or remit, within a reasonable time, any money belonging to others that comes into the licensee's possession, commingling funds of others with the licensee's own funds, or failing to keep the funds of others in an escrow or trustee account;
- (6) Paying valuable consideration to any person for services performed in violation of this chapter, or procuring, permitting, aiding, or abetting any unlicensed person acting in violation of any of the provisions of this chapter;
- (7) Entering a plea of guilty, an Alford plea, a plea of no contest to, or being convicted of, any felony, and the time for appeal has passed or the judgment of conviction has been finally affirmed on appeal;
- (8) Violation of any provision of this chapter or any administrative regulation promulgated by the board;
- (9) Failure to furnish voluntarily at the time of execution, copies of all written instruments prepared by any licensee to each signatory of the written instrument;
- (10) Any conduct of a licensee which demonstrates bad faith, dishonesty, incompetence, or untruthfulness;
- (11) Any other conduct that constitutes improper, fraudulent, dishonest, or negligent dealings;
- (12) Failure to enter into a binding written auction listing contract with the seller or with the seller's duly authorized agent prior to advertising, promoting, or offering any real or personal property by or at auction;
- (13) Failure to provide a receipt to all persons consigning personal property with any licensee for auction;
- (14) Failure to establish and maintain, for a minimum of five (5) years from final settlement, complete and correct written or electronic records and accounts of all auction transactions, including:
  - (a) Listing contracts, including the name and address of the seller;
  - (b) Written purchase contracts;
  - (c) Descriptive inventory and final bid amounts of all items or lots offered;
  - (d) Buyer registration records; and
  - (e) Settlement records, including all moneys received and disbursed and escrow account activity;
- (15) Failure of any licensee to deliver within thirty (30) days any auction-related information, including but not limited to advertisements, listing contracts, purchase contracts, clerking records, buyer registration records, settlement records, escrow account information, license, or any other auction-related information to the board or the board's designee upon request; or
- (16) Failure of a principal auctioneer to provide supervision to his or her apprentice auctioneers to ensure compliance with this chapter and the administrative regulations promulgated thereunder.

**Study Tip-** This section is very important. The examination will include many "real life" situations; many of these will test your understanding of this section.

**330.115 Complaints against licensee -- Answer by licensee.**

- (1) All complaints against licensees shall be submitted to the board on forms furnished by the board. The complaint shall state facts which, if true, would present a prima facie case against the licensee.
- (2) The board shall send the answer form and a copy of the complaint to the licensee by certified mail. The completed answer form shall be returned to the board within twenty (20) days from the date of receipt. The board shall forward a copy of the answer to the complainant

**330.120 Investigation of complaint -- Conditions -- Disposition hearing.**

- (1) The board may upon its own motion, and shall upon the verified written complaint of any person, investigate the actions of any licensee or any person who assumes to act as a licensee if the complaint, or complaint together with other evidence presented in connection with it, presents a prima facie case of a violation of this chapter. If a prima facie case is not established or the violation is deemed inconsequential, the board may immediately dismiss the complaint.
- (2) If, after an investigation that includes opportunity for the licensee to respond, the board determines that a violation took place but was not of a serious nature, it may issue a written admonishment to the licensee. A copy of the admonishment shall be placed in the file of the licensee. The licensee shall have the right to file a response to the admonishment within thirty (30) days of its receipt and to have the response placed in the licensure file. The licensee may alternatively, within thirty (30) days of the receipt, file a request for hearing with the board. Upon receipt of this request, the board shall set aside the written admonishment and set the matter for hearing under the provisions of KRS Chapter 13B.

**330.130 Hearing before imposition of disciplinary action -- Notice – Final order – Appeal.**

- (1) Before denying an application for license or before imposing any disciplinary action authorized under KRS 330.110, the board shall set the matter for an administrative hearing, if a hearing is requested by the applicant or licensee. The hearing shall be conducted in accordance with KRS Chapter 13B. If the subject of the hearing is an apprentice auctioneer, the board shall also provide notification of the hearing to the auctioneer employing the apprentice auctioneer or whose employ he or she is about to enter, by sending notice by certified mail, return receipt requested, to the auctioneer's last known business address.
- (2) Pursuant to KRS 13B.120(7), the executive director of the Kentucky Real Estate Authority within the Department of Professional Licensing shall hear and issue a final order regarding a decision of the board.
- (3) An aggrieved party may appeal a final order of the executive director pursuant to KRS Chapter 13B within thirty (30) days after the issuance of the order to the Circuit Court of the county where the licensee has his or her principal place of business or where the license applicant resides.

**Study Tip-** How is a complaint handled? Whose forms must be used? What is prima facie? How does a licensee get a copy of the complaint? When and how must a licensee answer a complaint? Know when the Board can and when the Board must investigate a complaint. When can the Board dismiss a complaint or issue a written admonishment? Can the Board deny an application or discipline a licensee without a hearing? How is a hearing handled? What about an appeal?

**330.170 Duration and effect of revocation of license.**

- (1) Any licensee whose license has been revoked shall not be issued another license for a period of five (5) years from the date of revocation.
- (2) The revocation of an auctioneer's license shall automatically suspend every apprentice auctioneer's license granted to any person employed or supervised by the auctioneer whose license has been revoked. The apprentice auctioneer may retain his license by transferring to the employment of another licensed auctioneer within thirty (30) days.

**330.180 Seal -- Records, as evidence, public.**

The board shall adopt a seal by which it shall authenticate its proceedings. Copies of all records and papers in the office of the board, duly certified and authenticated by the seal of the board, shall be received in evidence in all courts equally and with like effect as the original. Public inspection of records kept in the office of the board under the authority of this chapter shall be permitted by applicable provisions of the Open Records Act of the Commonwealth of Kentucky, KRS 61.870 to 61.884.

**330.190 Proof of license required to recover fees by court action -- No right of recovery by apprentice auctioneer, exception.**

- (1) No person, engaged in the business of or acting in the capacity of any licensee under this chapter shall bring or maintain any action in the courts of the Commonwealth for the collection of compensation for any services performed as a licensee without first proving that he or she was duly licensed at the time the alleged cause of action arose.
- (2) No apprentice auctioneer shall have the right to institute a suit in his or her own name for the recovery of a commission, fee, or compensation for services as an apprentice auctioneer, but any such act shall be instituted and brought by the licensed auctioneer employing an apprentice auctioneer; provided, however, that this subsection shall not be construed so as to prevent a licensed apprentice auctioneer from suing his or her employing auctioneer for any compensation, fees, or commissions due from the auctioneer.

**Study Tip-** Know how license revocation works and understand the “proof of license” concept required to recover auctioneers fees. What are the rights of an apprentice to sue for compensation?

**330.192 Auctioneer's education, research, and recovery fund -- Annual fees, charges, and assessments -- Purpose -- Use -- Statement of income and expenses -- Coverage of licensees.**

- (1) (a) There is hereby created and established in the State Treasury the auctioneer's education, research, and recovery fund.  
(b) In addition to the license fees established in KRS 330.070, and KRS 330.095, the board may assess each licensee a renewal recovery fee established by administrative regulations promulgated by the board in accordance with KRS Chapter 13A. Each initial applicant shall pay an initial recovery fee established by administrative regulations promulgated by the board in accordance with KRS Chapter 13A.

(2) The purposes of the auctioneer's education, research, and recovery fund shall be as follows:

(a) When a licensee has been duly found guilty of violating one (1) or more of the provisions of this chapter, or one (1) or more of the administrative regulations duly promulgated by the board, and upon the conclusion of a final order entered by the board or by the courts, if appealed, the board is authorized to pay to the aggrieved party an amount not to exceed fifty thousand dollars (\$50,000) against any one (1) licensee, if the licensee has refused to pay the claim within twenty (20) days of entry of a final order and provided further that the amount or amounts of money in question are certain and liquidated.

(b) The board shall maintain a minimum of two hundred fifty thousand dollars (\$250,000) for recovery and guaranty purposes. These funds may be invested and reinvested in the same manner as funds of the State Employees' Retirement System and the interest from said investments shall be deposited to the credit of the research and recovery fund, or, in the discretion of the board, to the agency fund account as set out in KRS 330.050(6). Sufficient liquidity, however, shall be maintained so that money is available to satisfy all claims which may be processed through the board by means of administrative hearing as outlined in this chapter.

(c) The board may use funds in excess of two hundred fifty thousand dollars (\$250,000), whether from the auctioneer's education, research, and recovery fund fees or accrued interest thereon, for any of the following purposes:

1. To advance education and research in the auction field for the benefit of those seeking an auctioneer license, those licensed under the provisions of this chapter and to improve and make more efficient the auction industry;
2. To underwrite educational seminars, caravans, and other forms of educational projects for the general benefit of licensees;
3. To establish an auction chair or courses at Kentucky state institutions of higher learning for the purpose of making college or university level courses available to licensees and the general public;
4. To contract for a particular research project in the auction field for the Commonwealth of Kentucky;
5. To sponsor, contract for, and to underwrite all other educational and research projects that contribute to the advancement of the auction field in Kentucky;
6. To cooperate with associations of auctioneers and any other groups for the enlightenment and advancement of Kentucky licensees;
7. To increase the level of the auctioneer's education, research, and recovery fund above two hundred fifty thousand dollars (\$250,000); and
8. To augment the regular trust and agency account of the board for purposes of addressing cash flow shortfalls, budget deficits, and for reimbursement of personnel, administrative, operational, and capital expenses incurred by the trust and agency account pursuant to the purposes of the education, research, and recovery fund as provided in this section, an amount not to exceed two hundred fifty thousand dollars (\$250,000) annually.

(d) Within one hundred twenty (120) days after the end of each fiscal year, the board shall make public, through its Web site or other public media, a statement of income and expenses of the auctioneer's education, research, and recovery fund, the details of which are in accordance with state financial reporting requirements.

(3) (a) If a licensee is found guilty of one (1) or more provisions of this chapter or of violating one (1) or more of the administrative regulations of the board, and if the amount of the money lost by the aggrieved party or parties is in dispute or cannot be determined accurately, then the amount of damages shall be determined by the Circuit Court in the county where the alleged violation took place, provided that the board has previously determined that a violation of the license laws or of the administrative regulations has occurred and a final order has been entered.

(b) If an order has been entered and the license rights of the licensee have been finally adjudicated, then the local Circuit Court shall determine the monetary damages due from the aforesaid violation or violations.

(c) When a final order has been entered by the Circuit Court, Court of Appeals, or Supreme Court, and upon certification to the board, the aggrieved party or parties shall be paid an amount not to exceed fifty thousand dollars (\$50,000) by the board, and the license held by the licensee against whom the claim was made by the aggrieved party shall be suspended at least until the licensee has reimbursed the auctioneer's education, research, and recovery fund for all amounts paid to the aggrieved party due to the violation of the licensee.

(d) When, upon the final order of the court, the board has paid from the auctioneer's education, research, and recovery fund any sum to the aggrieved party, the board shall be subrogated to all of the rights of the aggrieved party to the extent of the payment and the aggrieved party shall, to the extent of the payment, assign his right, title, and interest in the judgment to the board.

(e) All claims for monetary damages or relief from the auctioneer's education, research, and recovery fund shall be made in writing and submitted to the board within twelve (12) months of the act of the auctioneer giving rise to the loss. Failure to file a claim within the twelve (12) month period shall bar the claim. Additional evidence shall be submitted by the claimant if required by the board.

(f) Notwithstanding any other provisions of this chapter, no unreimbursed amount greater than fifty thousand dollars (\$50,000) shall be paid by the board on account of any one (1) licensee, no matter over how long a time, or for how many claims, and no matter what the number of claimants be or the size of such claims, individually or in the aggregate. Should the licensee reimburse

the fund for all amounts paid, then future claims timely filed with the board concerning different matters may be received pursuant to this section.

(g) No claims shall be approved under this section for amounts which, in the aggregate, exceed the maximum payable on account of any one (1) licensee in effect at the time of the act or acts of the licensee giving rise to the claims, except to the extent of said maximum. Statutory increases in the maximum set out in this section do not apply retroactively.

(4) All categories of licensees under this chapter are covered under the provisions of this section for the benefit and protection of the public.

(5) This section is not intended to substitute for, circumvent, or duplicate other remedies existing at law or otherwise for claimants or potential claimants, but constitutes a last resort for aggrieved persons who would not, but for the provisions of this section, be able to recover their losses by any other means available. The board shall have full discretion to require that claimants exhaust all other remedies prior to proceeding under this section, including but not limited to the remedy of obtaining a judgment by all diligent and appropriate means.

**Study Tip-** Section 2 gives the limits that can be paid out per licensee and to any one person and how the excess can be invested. What is the time limit for filing a proof of loss form?

### **330.200 Municipal right to license auctioneers and auction house operators.**

No municipality or other political subdivision shall regulate, tax, or license any licensee except for those administrative regulations, taxes, or licenses which may be reasonably imposed or required among all persons engaged in business generally.

**Study Tip-** Know how local governments can and cannot tax or license auctioneers and auction house operators.

### **330.210 Sale of horses by auction.**

- (1) Notwithstanding any contrary provisions of law and in furtherance of the policies set forth in KRS 355.2-328, at any auction sale of horses, the auctioneer:
  - (a) May receive bids from the seller, consignor, or his agent, disclosed or undisclosed, if notice has been given in the terms and conditions governing the sale, or otherwise, that liberty for such bidding has been reserved by seller;
  - (b) Shall conduct the sale with respect to each lot or parcel on a with-reserve basis unless the seller has authorized the auctioneer, in writing, to conduct the sale on a without-reserve basis, in which event the auctioneer shall announce, in explicit terms, that the goods are being sold without reserve; and
  - (c) Shall not be required to announce at any with-reserve sale when the reserve is attained.
- (2) Notwithstanding any other provision of this chapter, the following shall not apply to auctions or auctioneers participating in an auction regarding the sale, lease, or exchange of an equine as defined in KRS 230.357(1):
  - (a) The advertising requirements set forth in KRS 330.230(1), (2), and (7);
  - (b) The causes justifying disciplinary action set forth in KRS 330.110(12), (13), (14), and (15); or
  - (c) The provisions regulating absolute auctions and reserve auctions set forth in KRS 330.220(5) and (7).

### **330.220 Lots or parcels subjects of separate sales -- When auction is complete -- "Absolute auction" defined -- Presumption of reserve auction -- Bids by seller -- Avoidance of sale -- Prohibitions.**

- (1) If real or personal property is offered in lots or parcels in a sale by auction, each lot or parcel shall be the subject of a separate sale. This subsection shall not preclude real or personal property from being offered for bidding individually or in some form or combination.
- (2) Unless otherwise provided in the conditions of sale for auctions regarding horses or any interests therein, a sale by auction is complete when the auctioneer so announces by the fall of the hammer, announcing the item sold, and the successful bidder's identification or in other customary manner. If it becomes immediately apparent at the close of the bidding that the auctioneer and a bid assistant or ringman have acknowledged the same bid from different bidders, the auctioneer may continue the bidding between the disputed bidders. When a bid is made while the auctioneer is in the process of completing the sale by auction, the auctioneer may continue the bidding or declare the real or personal property sold under the bid on which the hammer was falling.
- (3) No auction shall be advertised as "absolute" nor shall any advertising contain the words "absolute auction" or the word "absolute" or words with similar meaning nor shall any licensee offer or sell any real or personal property at absolute auction unless:

- (a) There are no liens or encumbrances on the real or personal property, except property tax obligations, easements, or restrictions of record, in favor of any person, firm, or corporation other than the seller, or unless each and every holder of each and every lien and encumbrance, by execution of the auction listing contract, or otherwise furnishing to the auctioneer written evidence of a binding commitment therefore, shall have agreed to the unqualified acceptance of the highest bid for the property, without regard to the amount of the highest bid or the identity of the high bidder; or, alternatively, that a financially responsible person, firm, or corporation, by execution of the auction listing contract or by otherwise furnishing to the auctioneer written evidence of a binding commitment therefore, shall have absolutely guaranteed the forthwith and complete discharge and satisfaction of any and all liens and encumbrances immediately after the sale or at the closing, without regard to the amount of the highest bid received, or the identity of the high bidder; and
  - (b) There is the bona fide intention at the time of the advertising and at the time of the auction to transfer ownership of the real or personal property, regardless of the amount of the highest and last bid, to the high bidder, subject to the provisions of subsection (5)(b) of this section, that intent existing without reliance on any agreement that any particular bid or bid level must be made or be reached, below which level the real or personal property would not be transferred to the high bidder; and
  - (c) The auction listing contract contains a binding requirement that the auction be conducted without reserve, and includes an acknowledgment that the seller, or anyone acting upon behalf of the seller, shall not bid at the absolute auction, or otherwise participate in the bidding process.
- (4) Compliance with subsection (3) of this section shall not prohibit:
- (a) A secured party or other lienholder who is not the seller from bidding at an absolute auction, providing that such bidding does not constitute, nor is it tantamount to the direct or indirect establishment or agreement to the establishment of a reserve price on the real or personal property by the seller or by the auctioneer, or by anyone aiding or assisting, or acting upon behalf of, the seller or the auctioneer; or
  - (b) Any individual party to the dissolution of any marriage, partnership, trust, limited liability company, or corporation from bidding as an individual entity apart from the selling entity, on real or personal property being sold at auction pursuant to that dissolution; or
  - (c) Any individual party or heir of a deceased person's bona fide estate from bidding as an individual entity, apart from the selling entity, on real or personal property being offered at auction pursuant to that estate settlement; or
  - (d) The inclusion of nonmisleading advertising of certain real or personal property to be sold at "absolute auction" and the nonmisleading advertising of certain real or personal property to be offered at auction with reserve, within the same advertisement, or for sale at the same date and place, providing that advertisement shall make clearly apparent through equal or appropriate emphasis, which real or personal property is being offered by each method.
- (5)
- (a) Any auction sale is, without requirement of announcement at any time, presumed to be with reserve unless the real or personal property is in explicit terms offered at absolute auction. An auction without reserve means an absolute auction. An auction with reserve means the real or personal property may be offered subject to the seller's confirmation or subject to a certain reserve price. In an auction with reserve, the auctioneer may withdraw the real or personal property at any time until he or she announces completion of the sale. In an absolute auction, after the auctioneer calls for bids on an article, lot, or parcel, that article, lot, or parcel shall not be withdrawn unless no bid is made within a reasonable time.
  - (b) At both reserve auctions and without reserve auctions, the auctioneer may establish reasonable minimum bid increments once an opening bid has been offered.
- (6)
- (a) The provisions of this chapter shall not prohibit any licensee from bidding on his or her own behalf at any auction sale, whether absolute or with reserve, if his or her option to do so has been fully disclosed, including disclosure to the seller.
  - (b) Except as provided in subsection (4) of this section, the seller may not bid at an absolute auction, nor may anyone bid upon his or her behalf. No licensee shall knowingly receive a bid by or on behalf of the seller at an absolute auction.
  - (c) Bids may be made by the seller, or upon the seller's behalf, at any auction with reserve, provided that full disclosure has clearly been made that liberty for bidding is retained. No licensee shall knowingly receive a bid in the absence of full disclosure. If the auctioneer knowingly receives a bid on the seller's behalf or the seller makes or procures a bid and notice has not been clearly given that liberty for bidding is reserved, the buyer may avoid the sale or take the real or personal property at the price of the last good faith bid prior to the completion of the sale.

- (d) There shall be no requirement that the reserve be announced when it is attained.
- (e) Nothing in this subsection shall be construed to alter or diminish the provisions of KRS 330.210.
- (7) (a) At any absolute auction, any advertisement or representation of a minimum or suggested starting bid is prohibited.
- (b) At any reserve auction, any advertisement or representation of a minimum or suggested starting bid is prohibited unless:
  1. The minimum or suggested starting bid advertised or represented is sufficient to satisfy the auction listing contract stated reserve or confirmation amount; and
  2. The auction listing contract contains a binding acknowledgment by the seller that permission has been granted for disclosure.

**330.230 Auction advertising.**

- (1) Any advertising pertaining to an auction shall include the name of the managing principal auctioneer for the auction and indicate that he or she is an auctioneer, except that any advertising pertaining to an auction conducted at an auction house operated by a licensed auction house operator shall include the name of the auction house operator and indicate that he or she is an auction house operator or "AHO." The advertising requirements in this subsection shall not apply to directional signs if a sign with the name of the managing principal auctioneer for the auction or the auction house operator is placed so that it can be easily observed and clearly read by anyone entering the auction site.
- (2) The existence and amount of any buyer's fee or buyer's premium shall be clearly disclosed in all terms and conditions included in any advertisements for a particular auction and in all terms and conditions presented or made available prior to the start of a particular auction.
- (3) (a) An auction shall not be advertised as "Court Ordered" or use similar wording implying court action unless:
  1. At least seventy-five percent (75%) of the items or lots in the auction are being offered pursuant to one (1) or more federal, state, or local court orders; and
  2. The items or lots were clearly not purchased or attained for the purpose of resale at auction.
- (b) The advertising shall clearly contain an explanation of the court order including identification of the court.
- (c) If less than one hundred percent (100%) of the items or lots being offered at the auction are pursuant to one (1) or more court orders, then the advertising shall clearly indicate that the auction is "With Additions" or use similar wording.
- (d) This subsection shall not prohibit clear, non-misleading advertising of the inclusion of specific real or personal property being offered pursuant to a federal, state, or local court order in an auction if that real or personal property is offered pursuant to a federal, state, or local court order and was clearly not purchased or attained for the purpose of resale at auction.
- (4) (a) An auction shall not be advertised as a "Bankruptcy Auction" or "Items from Bankruptcy" or use similar wording or any combination thereof unless:
  1. The auction consists of at least seventy-five percent (75%) of items or lots to be offered for one (1) or more open and working bankruptcies under the jurisdiction of the United States Bankruptcy Court;
  2. The items or lots were clearly not purchased or attained for the purpose of resale at auction; and
  3. The advertising clearly includes the United States Bankruptcy Court case number or numbers.
- (b) If less than one hundred percent (100%) of the items or lots being offered at the auction are for one (1) or more bankruptcies, then the advertising shall clearly indicate that the auction is "With Additions" or use similar wording.
- (c) This subsection shall not prohibit clear, non-misleading advertising of the inclusion of specific real or personal property being offered for a bankruptcy in an auction if that real or personal property is being offered for one (1) or more open and working bankruptcies under the jurisdiction of the United States Bankruptcy Court, was not purchased or attained for the purpose of resale at auction, and the advertising clearly includes the United States Bankruptcy Court case number or numbers.
- (5) (a) An auction shall not be advertised as a "Seized Property Auction," "Confiscated Property Auction," or "Forfeiture Property Auction" or utilize similar wording or any combination thereof implying governmental action unless:
  1. The auction contains at least seventy-five percent (75%) of the items or lots to be offered pursuant to one (1) or more federal, state, or local governmental actions in which the real or personal property is being offered directly for the federal, state, or local governmental entity;

2. The items or lots were clearly not purchased or attained for the purpose of resale at auction; and
  3. The advertising clearly contains an explanation of the governmental action, including identification of the governmental entity.
- (b) If less than one hundred percent (100%) of the items or lots being offered at the auction are from one (1) or more governmental actions, then the advertising shall clearly indicate that the auction is "With Additions" or use similar wording.
- (c) This subsection shall not prohibit clear, non-misleading advertising of the inclusion of specific real or personal property being offered pursuant to a federal, state, or local governmental action in an auction if the real or personal property is offered directly for a federal, state, or local governmental entity and was clearly not purchased or attained for the purpose of resale at auction.
- (6) (a) An auction shall not be advertised as a "Liquidation Auction," "Surplus Auction," "Inventory Reduction Auction," or "Going Out of Business Auction" or use similar wording or any combination thereof unless:
1. The auction contains at least seventy-five percent (75%) of the items or lots to be offered for one (1) or more liquidation, surplus, inventory reduction, or going out of business situations in which the real or personal property belongs to a company or other business entity and is being offered as "out of stock"; and
  2. The items or lots were clearly not purchased or attained for the purpose of resale at auction.
- (b) If less than one hundred percent (100%) of the items or lots being offered at the auction are from one (1) or more liquidation, surplus, inventory reduction, or going out of business situations, then the advertising shall clearly indicate that the auction is "With Additions" or use similar wording.
- (c) This subsection shall not prohibit clear, non-misleading advertising of the inclusion of specific real or personal property being offered for a liquidation, surplus, inventory reduction, or going out of business situation, or similar wording or any combination thereof, in an auction if the real or personal property is being offered for a liquidation, surplus, inventory reduction, or going out of business situation in which the real or personal property belongs to a company or other business entity, is being offered as "out of stock," and was clearly not purchased or attained for the purpose of resale at auction.
- (7) (a) An auction shall not be advertised as an "Estate Auction," "Estate Settlement," or "To Settle the Estate of ... Auction" or use similar wording or any combination thereof unless:
1. At least seventy-five percent (75%) of the items or lots in the auction are being offered for one (1) or more estates in which the real or personal property belongs to the estate of one (1) or more deceased persons and is being offered by the direction and authority of the authorized executor or administrator, or by court order, or by the direction and authority of one (1) or more direct heirs; and
  2. The items or lots were clearly not purchased or attained for the purpose of resale at auction.
- (b) If less than one hundred percent (100%) of the items or lots being offered at the auction are from one (1) or more estates, then the advertising shall clearly indicate that the auction is "With Additions" or use similar wording.
- (c) This subsection shall not prohibit clear, non-misleading advertising of the inclusion of real or personal property offered for an estate in an auction if the real or personal property is being offered for an estate as set forth in this subsection.
- (8) (a) An auction shall not be advertised as a "Living Estate Auction" or "To Settle the Living Estate of ... Auction" or use similar wording or any combination thereof unless:
1. At least seventy-five percent (75%) of the items or lots in the auction are being offered for one (1) or more living estates in which the real or personal property belongs to a household that is in transition due to a life-changing situation, including but not limited to one (1) or more members of the household moving into a retirement home, nursing home, or assisted living home or combining the household with another; and
  2. The items or lots were clearly not purchased or attained for the purpose of resale at auction.
- (b) If less than one hundred percent (100%) of the items or lots being offered at the auction are from one (1) or more living estates, then the advertising shall clearly indicate that the auction is "With Additions" or use similar wording.
- (c) This subsection shall not prohibit clear, non-misleading advertising of the inclusion of real or personal property being offered for a living estate in an auction if the real or personal property is being offered for a living estate pursuant to this subsection.

### **330.990 Penalties.**

- (1) Any person engaging in auction activities regulated by this chapter without a license shall be guilty of:
  - (a) For the first offense, a violation with a fine up to two hundred fifty dollars (\$250);
  - (b) For the second offense, a Class B misdemeanor with a fine up to two hundred fifty dollars (\$250) and up to ninety (90) days imprisonment; and
  - (c) For the third and subsequent offenses, a Class A misdemeanor with a fine up to five hundred dollars (\$500) and up to twelve (12) months imprisonment.
- (2) The board or its authorized representative may apply for injunctive relief to the Circuit Court of the county in which the alleged violation occurred or in which the alleged offender resides to enjoin any person or entity from committing an act in violation of this chapter. The injunction proceedings shall be in addition to, and not in lieu of, all penalties and other remedies in this chapter. In an action for injunction, the board may demand and recover a civil penalty of fifty dollars (\$50) per day for each violation, reasonable attorney's fees, and court costs.

## **Kentucky Administrative Regulations**

### **831 KAR Chapter 1 Board of Auctioneers**

#### **831 KAR 1:010 Licensing fees and applications**

##### **Section 1. Licensure Fees.**

- (1)
  - (a) The initial license fee for each new applicant with the Kentucky Board of Auctioneers shall be \$125. Payment of the fee shall accompany the Auctioneer License Application KBA-1.
  - (b) An applicant for an initial license shall submit with his or her Auctioneer License Application, KBA-1, a national background check that was completed by the Federal Bureau of Investigation within the sixty (60) days preceding submission of the application.
- (2)
  - (a) The license renewal fee shall be \$125. A late fee of \$125 shall be added to the renewal fee during the six (6) month grace period following the expiration date of the license.
  - (b) A licensee shall use the online License Renewal System offered by the board at <https://auctioneers.ky.gov/Pages/default.aspx>.
- (3)
  - (a) The examination fee for each applicant shall be \$125. Payment of the fee shall accompany the Auctioneer License Examination Application, KBA-2.
  - (b) An applicant for an initial license shall also attach a current two (2) inch by two (2) inch passport quality photo to the completed Auctioneer License Examination Application, KBA-2.
- (4)
  - (a) The licensing fee for a reciprocal applicant shall be determined pursuant to KRS 330.095(1)(c). Payment of the fee shall accompany the Auctioneer License Application, KBA-1.
  - (b) An applicant for a reciprocal license shall submit with his or her Auctioneer License Application, KBA-1 a national background check that was completed by the Federal Bureau of Investigation within the sixty (60) days preceding submission of the application.
  - (c) An applicant for a reciprocal license shall:
    1. Attach a current two (2) inch by two (2) inch passport quality photo to the completed Auctioneer License Application, KBA-1; and
    2. Submit a letter of good standing from at least one (1) jurisdiction where the applicant holds a license subject to a present reciprocal agreement between that jurisdiction and the board.

##### **Section 2. Late Continuing Education Completion Fee.**

- (1) A license who has failed to complete the required continuing education credits on or before May 31 of each license year shall remit a fee of \$300 to remain active.

(2) A licensee who remits the fee prescribed in subsection (1) of this section shall be prevented from renewing his or her license in the following license year unless he or she completed the delinquent education prior to the renewal period.

(3) Nothing in this Section shall alleviate a licensee's obligation to complete the continuing education required for each license year.

**Section 3. Replacement Fee.**

The fee for replacement of a license or a pocket license shall be fifteen (15) dollars.

**Section 4. Reactivation Fees.**

(1) To reactivate a license that has previously been placed in escrow status, a licensee shall pay:

(a) A reactivation fee of \$125; and

(b) The recovery fee of thirty (30) dollars.

(c) The reactivation fee shall not apply to any individual seeking to reactivate a license within ninety (90) days following a period of active duty military service. If the individual has been discharged from military service, this exception shall only apply if the individual was honorably discharged.

(2) The licensee shall complete the board's core course within six (6) months prior to requesting to reactivate a license that is currently in escrow and submit proof of the same with the completed License Status and Information Update Form, KBA-3.

(3) A licensee seeking to reactivate his or her license shall submit a national background check that was completed by the Federal Bureau of Investigation within sixty (60) days preceding a submission of the application with the completed License Status and Information Update Form, KBA-3.

**Section 5. Change of Address and License Verification Fees.**

(1) The fee for a change of address shall be fifteen (15) dollars.

(2) The fee for a change of principal shall be fifteen (15) dollars.

(3) There shall be no fee for the following changes:

(a) Placing license into escrow; and

(b) Change of name.

(4) The fee for a duplicate license shall be fifteen (15) dollars.

(5) The fee for a letter of good standing shall be five (5) dollars. Upon request, the board shall provide documentation directly to the auctioneer licensing authority in another jurisdiction.

(6) Change and license verification requests shall be submitted on the License Status and Information Update Form, KBA-3.

**Section 6. Recovery Fees.** The following fees shall be assessed for the auctioneer's education, research, and recovery fund established by KRS 330.192:

(1) The recovery fee for each license application shall be thirty (30) dollars, which shall be waived for a principal auctioneer if the licensee has already paid the recovery fee for another license in the current license year; and

(2) The recovery fee for each license shall be thirty (30) dollars per year.

**Section 7. Non-refundable Fees.**

All fees established by this administration regulation shall be non-refundable.

**Section 8. Incorporation by Reference:**

(1) The following material is incorporated by reference:

(a) "Auctioneer License Application", KBA-1, May 2019;

(b) "Auctioneer License Examination Application", KBA-2, May 2019;

(c) "License Status and Information Update Form", KBA-3, May 2019;

(d) "License Renewal Form", KBA-7, May 2019.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Auctioneers, 656 Chamberlin Avenue, Suite B, Frankfort, Kentucky 40601 Monday through Friday, 8 a.m. to 4:30 p.m.

## **831 KAR 1:020 Standards of conduct and complaints**

### **Section 1. Personal Property Auction Proceeds.**

(1) Proceeds due from the sale of personal property shall be disbursed to the seller no later than thirty (30) days after the date of each auction. If the seller's personal property is not sold in a single auction, proceeds from the sale shall be disbursed to the seller no later than thirty (30) days after the auction at which such personal property was sold. Notice shall be given to the seller of the tentative date of auction to the remaining personal property.

(2) Proceeds of a personal property auction not disbursed to the seller on auction day shall be deposited in an auction escrow account by the auctioneer or auction firm no later than three (3) banking days following the date of auction or sale of the personal property, whichever occurs first.

### **Section 2. Real Property Auction Proceeds.**

(1) If an auction consisted of both personal property and real property for the same seller, the proceeds due from the sale of personal property may be disbursed to the seller in conjunction with the real property closing and settlement if the real property closing and settlement occurs within sixty (60) days following the date it was auctioned.

(2) Proceeds from a real estate auction shall be held in escrow until settlement in accordance with the agreement of sale.

### **Section 3. Auctioneer Escrow Accounts.**

(1) Auctioneers and auction firms shall use federally insured depositories in the Commonwealth of Kentucky.

(2) The auction escrow account or accounts shall be separate from any individual or office account and used solely for the preservation and guarantee of money belonging to others consisting of auction proceeds and real property contract deposits.

(3) Funds for any other purpose shall not be commingled with the auction escrow account.

(4) Escrow funds shall only be disbursed at settlement or withdrawn by agreement in writing by all parties, by an order of a court of competent jurisdiction or, in the case of real property contract deposits held by a broker, in accordance with KRS Chapter 324 and 201 KAR Chapter 11.

(5) Moneys due to the auctioneer or auction firm shall not be withdrawn from the auction escrow account until final settlement is made with the seller.

### **Section 4. Complaints and Discipline.**

(1) A licensee shall comply with all applicable provisions of KRS Chapter 330 and 831 KAR Chapter 1.

(2) Failure to comply shall subject a licensee to discipline in an administrative action.

(3) A complaint against a licensee for a violation of this administrative regulation or KRS Chapter 330 shall be notarized, filed with the board on the Complaint Form, and shall not require a fee.

(4) All claims for monetary damages or relief from the auctioneer's education, research, and recovery fund established pursuant to KRS 330.192 shall be made in writing and submitted to the board within twelve (12) months of the act of the auctioneer giving rise to the loss.

(5) Amendments to a timely filed proof of claim shall be accepted.

(6) A licensee shall file a notarized answer to a complaint with the board no later than twenty (20) days of receiving the complaint from the board.

(7) A licensee shall maintain and provide to the board at least one (1) physical residential mailing address that is not a P.O. Box and a business address which may be a P.O. Box.

### **Section 5. Incorporation by Reference**

(1) "Complaint Form", KBA-6, May 2019 is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Auctioneers, 656 Chamberlin Avenue, Suite B, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

## **831 KAR 1:030 Education requirements.**

### **Section 1. Education Providers.**

(1) All required education shall be obtained from a board-approved provider.

(2) A request to become an approved provider shall be made on the Continuing Education Approved Provider Application form, KBA-4 provided by the board.

(3) A prospective or approved provider shall notify the board in writing within thirty (30) days of any material change in information submitted on the application or attachments. Notification shall be made on the License Status and Information Update form, KBA-3, incorporated by reference in 821 KAR 1:010.

(4) An approved provider shall submit to the board advance notification of each course offering on the Continuing Education: Course Notification form, KBA-5.

(5) An approved provider shall submit to the board a roster of attendees completing a course within ten (10) days of completion. The roster shall include each attendee's name, address, license number, and e-mail address.

(6) An approved provider shall disclose to all potential students prior to enrollment:

(a) The full cost of each course, including tuition, books, and required materials; and

(b) The number of continuing education hours to be earned by attending and completing each course.

(7) An approved provider shall maintain clear and correct written or electronic records for a minimum of five (5) years, including:

(a) Course handouts;

(b) Attendance records; and

(c) Course evaluations.

(8) A provider's approval shall be subject to withdrawal for a violation of KRS Chapter 330 or 831 KAR Chapter 1.

(9) A complaint against an approved provider shall be notarized and filed on the Complaint Form, KBA-6, which is incorporated by reference in 831 KAR 1:020.

## **Section 2. Instructors.**

(1) An instructor for a course provided pursuant to this administrative regulation shall hold or have previously held:

(a) Current comprehensive knowledge of the subject matter they will be teaching;

(b) The ability to effectively teach, interact, and communicate with the attendees; and

(c) The ability to provide a controlled and positive learning classroom environment.

(2) An instructor for a course provided pursuant to this administrative regulation shall not have:

(a) Had a professional license revoked or suspended;

(b) Been convicted of any crime involving auction, real estate, or any abuse of fiduciary responsibilities; or

(c) Been disciplined in any jurisdiction for falsifying student attendance records or completion of course requirements or other improper educational actions related to licensure.

(3) An instructor who is also a licensee shall receive continuing education credit for teaching a course approved pursuant to this administrative regulation once per educational year for the same course.

## **Section 3. Auctioneer Education and Licensing Requirements.**

(1) To be licensed as an apprentice auctioneer, an applicant shall show proof of a high school diploma or equivalent, unless waived by the board pursuant to KRS 330.060(1)(b).

(2) An applicant for a license shall obtain the required education from an approved provider or combination of approved providers.

(3) An applicant for a principal auctioneer license shall have successfully completed at least eighty (80) hours of approved classroom instruction.

(a) Up to eight (8) hours may include approved outside activities and field instruction, such as attendance at auctions; and

(b) Up to forty (40) hours may include approved distance learning.

(4) The board may waive the approved classroom instruction requirement if requested in writing by an applicant who demonstrates sufficient previous auction experience and competency.

(5) Reciprocity with any state that does not require an apprenticeship shall be granted after a licensee, who is a nonresident of Kentucky, has held his or her license for a minimum of one (1) year in the reciprocating state.

## **Section 4. Licensee Continuing Education Requirements.**

(1) A licensee shall attend a minimum of six (6) course hours of continuing education from any approved provider or combination of approved providers on or before May 31 of each license year.

(2) A licensee shall attend the Kentucky Auction Core Course at least once every four (4) years based on the board's schedule according to the licensee's birth month.

(a) A licensee seeking to reactivate a license from escrow shall complete the Kentucky Auction Core Course.

(b) A licensee with at least twenty-five (25) years of continuous licensure shall be exempt from the Kentucky Auction Core Course requirement.

(3) A licensee licensed prior to January 1, 1980 shall be exempt from this section.

**Section 5. Continuing Education Courses.**

(1) A licensee may attend a live course or participate in a distance learning course in which the instructor and attendee are not physically present at the same location.

(2) A continuing education course shall focus on auctions or auction law.

(a) An approved provider shall keep all course material current with KRS Chapter 330 and 831 KAR Chapter 1.

(b) The Kentucky Auction Core Course shall include instruction in the core subjects of KRS Chapter 330, 831 KAR Chapter 1, ethics, and any other applicable subject matter.

(c) Real estate education classes shall not qualify for continuing education.

(3) Courses sponsored by the National Auctioneers Association and the Certified Auctioneer's Institute shall qualify for continuing education.

(4) General business meetings and non-educational portions of auctioneer conventions shall not qualify for continuing education.

(5) Live courses shall be subject to monitoring visits from board personnel.

(6) Distance learning shall be subject to periodic review by board personnel. For internet based courses, approved providers shall include "test" login information with the course notification to the board, which shall authorize the board to review material.

**Section 6. Incorporation by Reference.**

(1) The following material is incorporated by reference:

(a) "Continuing Education: Approved Provider Application", KBA-4, May 2019; and

(b) "Continuing Education: Course Notification", KBA-5, May 2019.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Auctioneers, 656 Chamberlin Avenue, Suite B, Frankfort, Kentucky 40601 Monday through Friday, 8 a.m. to 4:30 p.m.

## **EXCERPT FROM UNIFORM COMMERCIAL CODE**

### ARTICLES ON SALES

#### **KRS 355.2-328 Sale By Auction.**

- 1) In a sale by auction if goods are put up in lots each lot is the subject of a separate sale.
- 2) A sale by auction is complete when the auctioneer so announces by the fall of the hammer or in other customary manner. Where a bid is made while the hammer is falling in acceptance of a prior bid the auctioneer may in his discretion reopen the bidding or declare the goods sold under the bid on which the hammer was falling.
- 3) Such a sale is with reserve unless the goods are in explicit terms put up without reserve. In an auction with reserve the auctioneer may withdraw the goods at any time until he announces completion of the sale. In an auction without reserve, after the auctioneer calls for bids on an article or lot, that article or lot cannot be withdrawn unless no bid is made within a reasonable time. In either case a bidder may retract his bid until the auctioneer's announcement of completion of the sale, but a bidder's retraction does not revive any previous bid.
- 4) If the auctioneer knowingly receives a bid on the seller's behalf or the seller makes or procures such a bid, and notice has not been given that liberty for such bidding is reserved, the buyer may at his option avoid the sale or take the goods at the price of the last good faith bid prior to the completion of the sale. This subsection shall not apply to any bid at a forced sale.

#### **End of Study Guide**