

Sales Associate Examination

Content Outline

Effective Date: February 2013

- I. The Real Estate Business (1%)
 - A. An Introduction to the Real Estate Business
 - B. Real Estate Brokerage
 - C. Development and Construction
 - D. The Role of Government
 - E. Professional Organizations
- II. License Law and Qualifications for Licensure (6%)
 - A. Historical Perspective of Florida Real Estate License Law
 - B. Statutes and Rules Important to Real Estate
 - C. General Licensing Provisions
 - D. Sales Associate Qualifications for Licensure
 - E. Post-Licensing Education
 - F. Continuing Education
 - G. Broker Requirements
 - H. Registration and Licensure
 - I. Real Estate Services
 - J. Individuals Who Are Exempt from a Real Estate License
- III. License Law Administration (2%)
 - A. Florida Real Estate Commission
 - B. Department of Business and Professional Regulation (DBPR)
 - 1. Real Estate Regulation
- IV. Brokerage Relationships and Ethics (7%)
 - A. Law of Agency
 - B. Brokerage Relationships in Florida
 - 1. Transaction Broker
 - 2. Single Agent
 - 3. No Brokerage Relationship
 - 4. Transition to Transaction Broker
 - C. Misrepresentation and Fraud
 - D. Professional Ethics
 - E. Sales Associate to Broker
- V. Real Estate Brokerage Operations (12%)
 - A. Brokerage Offices
 - B. Advertising
 - C. Escrow or Trust Accounts- General Rules
 - 1. Broker Held
 - 2. Attorney/Title Company Held
 - D. Rental Information and Lists
 - E. Broker's Commission
 - 1. Anti-Trust Laws
 - 2. Lien Law on Real Property
 - 3. Sales Associate Commission
 - a. Math- Commission
 - 4. Kickbacks
 - 5. Change of Employer
 - F. Types of Business Entities That May or May Not Register
 - 1. Sole Proprietorship
 - 2. Partnerships
 - 3. Corporation
 - 4. LLC- Limited Liability Company
 - G. Trade Names
 - H. Unlicensed Assistants
- VI. Complaints, Violations, and Penalties (2%)
 - A. Complaint Process- Seven Steps
 - B. Violations and Penalties
 - 1. Grounds for Denial
 - 2. Grounds for Suspension
 - 3. Grounds for Revocation
 - C. Types of Penalties
 - D. Real Estate Recovery Fund
 - E. Legal Terms to Know
 - F. Disciplinary Guidelines
- VII. Federal and State Housing Laws (4%)
 - A. Federal and State Fair Housing Law
 - B. Federal Laws Regarding Land and the Environment
 - C. Federal Laws Regarding Mortgage Lending
 - D. Florida Residential Landlord and Tenant Act
 - 1. Security Deposit
 - 2. Advance Rentals
 - 3. Commingling
- VIII. Property Rights: Estate, Tenancies, and Multiple Ownership Interests (8%)
 - A. The Nature of Property
 - 1. Physical Components
 - 2. Personal Property
 - B. General Property Rights
 - C. Estate and Tenancies
 - 1. Fee Simple
 - 2. Life Estate
 - 3. Tenancy at Will
 - 4. Tenancy at Sufferance
 - 5. Tenancy in Common
 - 6. Joint Tenancy
 - 7. Tenancy by the Entireties
 - D. Homestead
 - 1. Protection of Homestead
 - 2. Tax Exemption
 - E. Cooperatives, Condominiums, and Time Sharing
- IX. Titles, Deeds, and Ownership Restrictions (7%)
 - A. Title to Real Property
 - B. Acquiring Legal Title
 - 1. Voluntary Alienation
 - 2. Involuntary Alienation
 - 3. Types of Notice
 - 4. Condition of Title
 - C. Deeds
 - 1. Clauses- Deed
 - 2. Statutory Deeds
 - 3. Special Purpose Deeds
 - D. Ownership Limitations and Restrictions
 - 1. Easements
 - 2. Leases
 - 3. General and Specific Liens
 - 4. Public/Government Restrictions
 - 5. Deed Restrictions
- X. Legal Descriptions (5%)
 - A. Purposes of Legal Descriptions

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- B. Types of Legal Descriptions
 - 1. Metes and Bounds
 - 2. Lot and Block
 - 3. Government Survey System
 - 4. Math- Legal Description
- XI. Real Estate Contracts (**12%**)
 - A. Preparation of Contracts
 - B. Essentials of a Contract
 - C. Statute of Frauds
 - D. Statute of Limitations
 - E. Transfer of Real Property
 - F. Contract Categories
 - G. Contract Negotiation
 - H. Termination of Contracts
 - I. Contracts Important to Real Estate
 - 1. Listing Contracts
 - a. Brokers Compensation
 - 2. Buyer-Broker Agreement
 - 3. Option Contracts
 - 4. Sale and Purchase Contracts
 - 5. Mandatory Disclosures
 - a. Material Defects
 - b. Radon Gas
 - c. Lead-based Paint
 - d. Energy Efficiency Brochure
 - e. Home Owners Association
 - f. Property Tax
 - g. Building Code
- XII. Real Estate Finance (**10%**)
 - A. Legal Theories of Mortgages
 - B. Loan Instruments
 - C. Mortgage Clauses
 - D. Types of Mortgage Loans
 - 1. FHA
 - 2. VA
 - 3. Conventional
 - E. Methods of Purchasing Mortgaged Property
 - F. Other Types of Financing
 - G. Qualifying the Buyer
 - H. Math- Finance
- XIII. The Mortgage Market (**4%**)
 - A. The Mortgage Market and Money Supply
 - B. Federal Regulatory Bodies
 - C. Primary Mortgage Market
 - D. Secondary Mortgage Market
 - E. Mortgage Fees
- XIV. Computations and Title Closing (**6%**)
 - A. Math- Computations
 - B. Closing Statements
- XV. Estimating Real Property Value (**8%**)
 - A. Appraisal Regulation/USPAP
 - B. Market Value
 - C. Approaches to Estimating Real Property Value
 - 1. Sales Comparison Approach
 - 2. Cost-Depreciation Approach
 - 3. Income Capitalization Approach
- D. Comparative Market Analysis (CMA)
- E. Broker Price Opinion (BPO)
- XVI. Product Knowledge
 - A. Lot Types
 - B. Structural Elements
- XVII. Real Estate Investment Analysis and Business Opportunity Brokerage (**2%**)
 - A. Real Estate as an Investment
 - B. Analyzing Investment Properties
 - C. Assessment of Risks
 - D. Leverage
 - E. Business Brokerage
- XVIII. Taxes Affecting Real Estate (**3%**)
 - A. City and County Property Taxes
 - 1. Math- Taxes
 - B. Federal Income Taxes
- XIX. The Real Estate Market
 - A. Characteristics of the Real Estate Market
- XX. Planning and Zoning (**1%**)
 - A. Local Planning Agency
 - B. The Planning Process
 - C. Zoning Laws and Code Enforcement