

Candidate Information Booklet for the Real Estate Sales Associate Examination

- Your full name, address and a daytime telephone number
- The location of the test center you desire
- The name of the examination you will be taking
- Credit card number, check, or voucher

III. The Examination

Content Overview and Outline

This is a closed book examination. Reference materials will not be allowed in the test room at the time of the examination. No written material other than that issued at the time of testing will be permitted.

The Sales Associate examination shall be based upon a knowledge, understanding and application of real estate principles and practices, real estate law, and real estate mathematics as provided in Chapter 475, Part I, Florida Statutes, and Chapter 61J2, Florida Administrative Code. The examination consists of one hundred multiple choice questions. Candidates are given a total of three and a half hours to complete the examination. The examination consists of questions covering nineteen content areas. The content areas, descriptions of each content area, and the percentage of the examination that covers each of these content areas are as follows:

- 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. Real Estate License Law and Commission Rules (2%)
 - A. Florida Real Estate Commission
 - B. Department of Business and Professional Regulation (DBPR)
 - 1. Real Estate Regulation
- IV. Authorized Relationships, Duties and Disclosures (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 Activities and Procedures (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. Violations of License Law, Penalties and Procedures (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 Laws Pertaining to Real Estate (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: Estates, Tenancies; Condominiums, Cooperatives, Community Development Districts, Homeowner Associations, and Time-Sharing (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
- 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. Residential Mortgages (9%)

- 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. Types of Mortgages and Sources of Financing (4%)
- A. The Mortgage Market and Money Supply
 - B. Federal Regulatory Bodies
 - C. Primary Mortgage Market
 - D. Secondary Mortgage Market
 - E. Mortgage Fees
- XIV. Real Estate Related Computations and Closing of Transactions (6%)
- A. Math- Computations
 - B. Closing Statements
- XV. Real Estate Markets and Analysis (1%)
- A. Characteristics of the Real Estate Market
- XVI. Real Estate Appraisal (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)
- XVII. Real Estate Investments 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. Planning and Zoning (1%)
- A. Local Planning Agency
 - B. The Planning Process
 - C. Zoning Laws and Code Enforcement

Pilot Testing

The Examination may contain a small number of experimental or “pilot test” questions. The purpose of including pilot test questions within the examination is to expand and improve the bank of questions from which future examinations will be drawn. This is a common practice used by many national and state examination programs and is a critical step in ensuring the continued reliability and validity of these examinations.

In the event that pilot test questions are included within the examination, these questions will NOT be counted when computing scores. Additional time will be given for answering the pilot test questions. The time allowed for testing has been evaluated to ensure there is adequate time for completing test questions and pilot questions.

Pilot questions are NOT identified. If the pilot questions were identified, many of the candidates would skip them, and the results would not be valid. The development of a good examination requires accurate candidate response information for the pilot questions.

Test Taking Advice

The advice offered here is presented primarily to help you demonstrate knowledge and maximize your chances of passing the examination.