



PSI licensure: certification  
3210 E Tropicana  
Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)

*Before paying for  
your examination registration,  
be sure you understand  
the contents of this bulletin.  
Please retain and use it as a reference  
when contacting PSI.*

## CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

### SALESPERSON REAL ESTATE LICENSING CANDIDATE INFORMATION BULLETIN

RICHARD M. HURLBURT, DIRECTOR  
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION

Please refer to our website to check for the most updated information at [www.psiexams.com](http://www.psiexams.com)

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Please direct all questions and requests for information about license applications and examinations to:

**PSI licensure: certification**  
3210 E Tropicana  
Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)  
(800) 733-9267  
FAX (702) 932-2666 ● TDD (800) 735-2929

Questions about licensure should be directed to the:

**Connecticut Department of Consumer Protection**  
**License Services Division - Real Estate Unit**  
165 Capitol Avenue  
Hartford, Connecticut 06106  
(860) 713-6150  
FAX (860) 713-7230  
[www.ct.gov/dcp](http://www.ct.gov/dcp)

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## INTRODUCTION

This candidate licensing information bulletin provides information about the license examination and the application process for becoming licensed as a real estate salesperson in the State of Connecticut. To be licensed, you must:

1. Submit an application, an application fee, and the required documents to PSI licensure: certification (PSI). Once you have met the requirements, you will be issued an Examination Eligibility postcard.  
Note: This application can be found at end of this Candidate Information Bulletin.
2. Pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the laws and regulations concerning the real estate profession.
3. Submit the original examination passing score report(s), and the initial license fee, as indicated on such documents, to the Licensing Services Division. Payment of the license fee **MUST** be made within two (2) years of passing the last portion of the examination; otherwise a new application, along with the appropriate fee, must be submitted to PSI in order to be eligible to retest.

Once the Division has verified that you have met all of the requirements for licensure, they will issue the appropriate license.

The Connecticut Department of Consumer Protection, Occupational and Professional Licensing Division have contracted with PSI to conduct its examination program. PSI works closely with the Division to be certain that examinations meet local requirements and test development standards.

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## EDUCATIONAL REQUIREMENTS

The educational requirement for a salesperson is a minimum Of 60 classroom hours of Real Estate Principles and Practices.

A current list of Real Estate license holders and approved schools is located on State of Connecticut, Department of Consumer Protection public web site. This site is reflective of the internal system as DCP Real Estate issues further approvals to Licensees and providers of education. Please see License Verification Web Site for a current list [www.ct.gov/dcp](http://www.ct.gov/dcp) click on "License Verification".

Alternatively, contact:  
**LICENSE SERVICES DIVISION - Real Estate Unit**  
Connecticut Department of Consumer Protection  
165 Capitol Ave. Room 110  
Hartford, CT. 06106  
Phone: 860-713-6000 FAX#: 860-713-7230  
Agency Web site: [www.ct.gov/dcp](http://www.ct.gov/dcp)  
Questions could also be directed to [license.services@ct.gov](mailto:license.services@ct.gov).

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## REGISTRATION AND SCHEDULING PROCEDURES

All candidates for the Salesperson examinations must be pre approved by PSI BEFORE you register for or schedule your salesperson examination.

Upon approval by PSI, you will be sent an Examination Eligibility Postcard, including instructions for scheduling the examination.

- Your Eligibility is effective for one year from date of issue and authorizes 4 attempts.
- You must pass both portions of the examination within one (1) year of eligibility.
- If you do not pass both portions within one year, you must reapply with the PSI.

The following fee table lists the applicable fee for each examination. The fee is for each examination, whether you are taking the examination for the first time or repeating.

EXAMINATION FEE	\$ 52
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For first time testing, the fee is \$52 for both examination portions, regardless if you take one or both examination portions. Examination retakes are \$52 for both examination portions and \$47 for one examination portion. NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

### INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. In order to register over the Internet, candidates will need to have a valid MasterCard or Visa. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below. For internet registration, you will need a valid VISA or MasterCard.

1. Log onto PSI's website and complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination. Select your desired testing date

### TELEPHONE SCHEDULING

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.



1. Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

### STANDARD MAIL REGISTRATION

1. Complete the PSI registration Form (found at the end of this bulletin), and mail, along with the appropriate examination fee(s) to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your social security number on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS, MASTERCARD, AND VISA ARE NOT ACCEPTED.**

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BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

2. If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.
3. Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI to schedule the examination(s) after 7:30 a.m., Eastern Time, (800) 733-9267.

### FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
2. Please allow 4 business days to process your registration. After 4 business days, you may call PSI to schedule the examination(s), (800) 733-9267.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For

example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.**

### SCHEDULING A RE-EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at [www.psiexams.com](http://www.psiexams.com). You may also call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day to schedule or reschedule an examination.

### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Candidate Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).



## SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination scores to the state. A Federal law requires state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state.

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## EXAMINATION SITE LOCATIONS

The PSI Real Estate Licensing examinations are administered at the examination centers listed below:

### West Hartford

45 South Main Street, Suite 209  
West Hartford, CT 06107

*From I-84, exit 41, S. Main St. and proceed north approximately 2 miles. 45 South Main will appear on the left, directly across the street from the Town Hall, before you cross Farmington Avenue. The attendant will park your car at no charge. Take the elevator to the second floor to Suite 209.*

### Norwalk

488 Main Avenue, Second Floor  
Norwalk, CT 06851

*From the Merritt Parkway (15) exit 40B and proceed north (toward Danbury) approximately ½ mile. 488 Main Avenue will be on the right, directly across from the Merritt 7 complex. Parking is accessible by turning right on Valley View Road (before Bruce's Flowers) and immediately right again into the parking lot. PSI licensure:certification is on the second floor. Turn right as you exit the elevator.*

### Auburn

48 Sword St, Unit 204  
Auburn, MA 01501

*From Southbridge St/MA-12, turn left onto Sword St.*

### Boston

Inner Tech Park, 56 Roland St., Suite 211  
Boston, MA 02129

*From North: Take I-93 South. Exit 28 - Boston/Sullivan Sq. /Charlestown. Merge into Mystic Ave. Take I-93S Ramp to Boston/Sullivan Sq. /Charlestown (take ramp do not get on highway). Make slight left turn on to Maffa Way. Make slight right turn on to Cambridge Street. At first traffic light, make left on to Carter Street - There is a sign for Inner Tech Park. Right on to Roland Street. Ene at 56 Roland Street (Building on left, parking lot on right). Enter through North lobby.*

### Fall River

218 South Main St, Suite 105  
Fall River, MA 02721

*From the North take Rte. 24S to 79S. Take Route 138S Exit. Bear right off exit. Go left at first traffic light. Take left at the second traffic light (top of hill) onto So Main St. 218 is 2 blocks down on the right. Parking: Go past 218 SO Main to 2nd light. Take right. Take another right at next traffic light. Third St parking Garage is on your right.*

### Springfield

1111 Elm Street, Suite 32A  
West Springfield, MA 01089

*Going East on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Turn right on West Springfield/Rt. 5 South. Continue on Rt. 5 approximately two miles. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.*

*Going West on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Follow as above.*

### New Rochelle

145 Huguenot St, Ste 220  
New Rochelle, NY 10801

*From I-95 N / New England Trwy, take exit 16 toward Cedar St. Turn Left onto Garden St. Turn right onto Cross Westchester Ave. Cross Westchester Ave becomes Cedar St. Turn slight right onto Huguenot St.*

### White Plains

297 Knollwood Rd., Suite 333  
White Plains, NY 10607

*From North*

*Take the White Plains left exit onto I-287E. Take exit #4/Hartsdale and turn right on Knollwood Rd (RT-100A).*

*From East*

*Turn right on CR-135. Turn left to take ramp onto I-684S and take the White Plains Exit onto I-287W toward White Plains. Take exit #4/Hartsdale and turn left on Knollwood Rd (RT-100A).*

PSI has other locations throughout the country. Please review the website, [www.psiexams.com](http://www.psiexams.com), to view those other sites. You will need to contact PSI if you want to make arrangements to test in another state (800) 733-9267.

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## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

*You must provide 2 forms of identification.* One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form and your Registration Confirmation Notice.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without*



notifying PSI is considered a missed appointment, and you will not be able to take the examination.

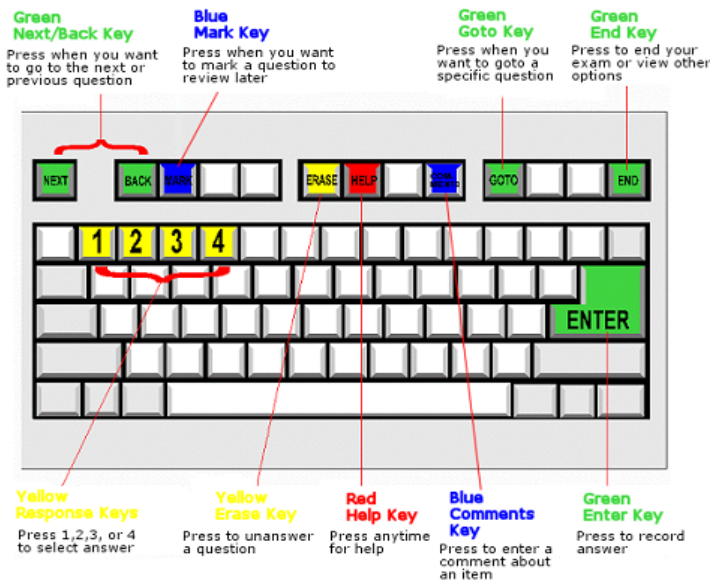
### SECURITY PROCEDURES

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

## TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.



### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

### EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:



**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### EXAMINATION REVIEW

PSI, in cooperation with the Connecticut Department of Consumer Protection, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by using the comments key on the keyboard. These comments will be analyzed by PSI examination development staff. PSI does not respond to individuals regarding these comments. All substantive comments are reviewed. This is the only review of examination materials available to candidates.

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## SCORE REPORTING

In order to pass the Salesperson examinations, you must receive a score of at least 70%.

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **On paper** - an unofficial score report will be printed at the examination site.

### DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report.

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## LICENSE EXAMINATION PREPARATION

The following suggestions will help you prepare for your examination.

- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice. Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

A Practice Examination Is Now Available online at  
[www.psiexams.com](http://www.psiexams.com)

Now you can take the practice exam online at [www.psiexams.com](http://www.psiexams.com) to prepare for your Connecticut Real Estate Examination.

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination. They ARE NOT a substitute for proper education and study. Furthermore, scoring well on the practice exam does not guarantee a positive outcome on an actual licensing examination.

Note: You may take the practice exams an unlimited number of times, however you will need to pay each time.

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## DESCRIPTION OF EXAMINATIONS & EXAMINATION CONTENT OUTLINES

The Examination Content Outlines have been approved by the Occupational and Professional Licensing Division in conjunction with the Connecticut Real Estate Commission. These outlines reflect the minimum knowledge required by the real estate professionals to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in these published examination content outlines.

Use the outlines as the basis of your study. The outlines list all of the topics that are on the test and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outlines.

The Examination Summary Table below shows the number of questions and the time allowed for each exam portion. The examinations are closed book.

EXAMINATION SUMMARY TABLE			
Exam	Portion	No. of Questions	Time Allowed
Salesperson	General	80	120 Minutes
	State	30	45 Minutes
	Both	110	165 Minutes

### PRETEST ITEMS

In addition to the number of questions per examination, a small number of five to ten "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

### GENERAL PORTION CONTENT OUTLINE

(REAL ESTATE PRINCIPLES AND PRACTICES)

CONTENT OUTLINE (EFFECTIVE OCTOBER 1, 2009)

#### Property Ownership (Salesperson 6 Items)

##### 1. Classes of Property

- a. Real versus Personal Property
- b. Defining Fixtures

##### 2. Land Characteristics and Legal Descriptions

- a. Physical Characteristics of Land
- b. Economic Characteristics of Land



- c. Types of Legal Property Descriptions
- d. Usage of Legal Property Descriptions

### 3. Encumbrances

- a. Liens (Types and Priority)
- b. Easements and Licenses
- c. Encroachments

### 4. Types of Ownership

- a. Types of Estates
- b. Forms of Ownership
- c. Leaseholds
- d. Common Interest Properties
- e. Bundle of Rights

### 5. Physical Descriptions of Property

- a. Land and Building Area
- b. Construction Types and Materials

## Land Use Controls and Regulations (Salesperson 5 Items)

### 1. Government Rights in Land

- a. Property Taxes and Special Assessments
- b. Eminent Domain, Condemnation, Escheat
- c. Police Power

### 2. Public Controls Based in Police Power

- a. Zoning and Master Plans
- b. Building Codes
- c. Environmental Impact Reports
- d. Regulation of special land types (floodplain, coastal, etc.)

### 3. Regulation of Environmental Hazards

- a. Abatement, mitigation and cleanup requirements
- b. Contamination levels and restrictions on sale or development of contaminated property
- c. Types of hazards and potential for agent or seller liability.

### 4. Private Controls

- a. Deed Conditions or Restrictions
- b. Covenants (CC&Rs)
- c. HOA Regulations

## Valuation and Market Analysis (Salesperson 8 Items)

### 1. Value

- a. Market Value and Market Price
- b. Characteristics of Value
- c. Principles of Value
- d. Market Cycles and other Factors Affecting Property Value

### 2. Methods of Estimating Value/Appraisal Process

- a. Market or Sales Comparison Approach
- b. Replacement Cost or Summation Approach

### c. Income Approach

- d. Basic Appraisal Terminology (Replacement versus Reproduction Cost, Reconciliation, Depreciation, Kinds of Obsolescence)

### 3. Competitive Market Analysis

- a. Selecting and Adjusting Comparables
- b. Rules of Thumb
- c. Contrast CMA, BOV, Appraisal
- d. Price/Square Foot
- e. Gross Rent and Gross Income Multipliers

### 4. When Appraisal by Certified Appraiser is Required

## Financing (Salesperson 7 Items)

### 1. General Concepts

- a. LTV Ratios, Points, Origination Fees, Discounts, Broker Commissions
- b. Mortgage Insurance (PMI)
- c. Lender Requirements, Equity, Qualifying Buyers, Loan Application Procedures

### 2. Types of Loans

- a. Term or Straight Loans
- b. Amortized and Partially Amortized (Balloon) Loans
- c. Adjustable Rate Loans (ARMS)
- d. Conventional versus Insured
- e. Reverse mortgages; equity loans; subprime and other nonconforming loans

### 3. Sources of Loan Money

- a. Seller/Owner Financing
- b. Primary Market
- c. Secondary Market
- d. Down Payment Assistance Programs

### 4. Government Programs

- a. FHA
- b. VA

### 5. Mortgages/Deeds of Trust

- a. Mortgage Clauses (Assumption, Due-On-Sale, Alienation, Acceleration, Prepayment, Release)
- b. Lien Theory versus Title Theory
- c. Mortgage/Deed of Trust and Note as Separate Documents

### 6. Financing/Credit Laws

- a. Truth in Lending, RESPA, Equal Credit Opportunity
- b. Mortgage Loan Disclosure and Seller Financing Disclosure

### 7. Mortgage Fraud, Predatory Lending Practices (Risks to Clients)

- a. Usury and Predatory Lending Laws
- b. Appropriate Cautions to Clients Seeking Financing



## Laws of Agency (Salesperson 10 Items)

1. Laws, Definitions, and Nature of Agency Relationships
  - a. Types of Agents/Agencies (Special, General, Designated, Subagent, etc.)
  - b. Possible Agency Relationships in a Single Transaction
  - c. Fiduciary Responsibilities
2. Creation and Disclosure of Agency and Agency Agreements (General; Regulatory Details in State Portions)
  - a. Creation of Agency and Agency Agreements
  - b. Express and Implied
  - c. Disclosure of Representation
  - d. Disclosure of Acting as Principal or other Conflict of Interest
3. Responsibilities of Agent to Seller, Buyer, Landlord or Tenant as Principal
  - a. Traditional Common Law Agency Duties ("COALD")
  - b. Duties to Client/Principal (Buyer, Seller, Tenant or Landlord)
  - c. Effect of Dual Agency on Agent's Duties
4. Responsibilities of Agent to Customers and Third Parties
5. Termination of Agency
  - a. Expiration
  - b. Completion/Performance
  - c. Termination by force of law
  - d. Destruction of Property/Death of Principal
  - e. Mutual Agreement

## Mandated Disclosures (Salesperson 7 Items)

1. Property Condition Disclosure Forms
  - a. Agent's Role in Preparation
  - b. When Seller's Disclosure Misrepresents Property Condition
2. Warranties
  - a. Types of available warranties
  - b. Coverages provided
3. Need for Inspection and Obtaining/Verifying Information
  - a. Agent Responsibility to Verify Statements included in Marketing Information
  - b. Agent Responsibility to Inquire about "Red Flag" Issues
  - c. Responding to Non-Client Inquiries
4. Material Facts Related to Property Condition or Location
  - a. Land/Soil Conditions
  - b. Accuracy of Representation of Lot or Improvement Size, Encroachments or Easements affecting Use
  - c. Pest Infestation, Toxic Mold and other Interior

## Environmental Hazards

- d. Structural Issues, including Roof, Gutters, Downspouts, Doors, Windows, Foundation
  - e. Condition of Electrical and Plumbing Systems, and of Equipment or Appliances that are Fixtures
  - f. Location with in Natural Hazard or Specially Regulated Area, Potentially Uninsurable Property)
  - g. Known Alterations or Additions
5. Material Facts Related to Public Controls, Statutes or Public Utilities
    - a. Local Zoning and Planning Information
    - b. Boundaries of School/Utility/Taxation Districts, Flight Paths
    - c. Local Taxes and Special Assessments, other Liens
    - d. External Environmental Hazards (lead, radon, asbestos, formaldehyde foam insulation, high-voltage power lines, waste disposal sites, underground storage tanks, soil or groundwater contamination, hazardous waste)
    - e. Stigmatized/Psychologically Impacted Property, Megan's Law Issues

## Contracts (Salesperson 10 Items)

1. General Knowledge of Contract Law
  - a. Requirements for Validity
  - b. Types of Invalid Contracts
  - c. When Contract is Considered Performed/Discharged
  - d. Assignment and Novation
  - e. Breach of Contract and Remedies for Breach
  - f. Contract Clauses (Acceleration, etc)
2. Listing Agreements
  - a. General Requirements for Valid Listing
  - b. Exclusive Listings
  - c. Non-Exclusive Listings
3. Management Agreements [Broker Only]
4. Buyer Broker Agreements/Tenant Representation Agreements
5. Offers/Purchase Agreements
  - a. General Requirements
  - b. When Offer becomes Binding (Notification)
  - c. Contingencies
  - d. Time is of the Essence
6. Counteroffers/Multiple Counteroffers
  - a. Counteroffer Cancels Original Offer
  - b. Priority of Multiple Counteroffers
7. Lease and Lease-Purchase Agreements
8. Options and Right of First Refusal
9. Rescission and Cancellation Agreements



## Transfer of Title (Salesperson 4 Items)

1. Title Insurance
  - a. What is Insured Against
  - b. Title Searches/Title Abstracts/Chain of Title
  - c. Cloud on Title/Suit to Quiet Title
2. Conveyances After Death
  - a. Types of Wills
  - b. Testate vs. Intestate Succession
3. Deeds
  - a. Purpose of Deed, when Title Passes
  - b. Types of Deeds (General Warranty, Special Warranty, Quitclaim) and when Used
  - c. Essential Elements of Deeds
  - d. Importance of Recording
4. Escrow or Closing
  - a. Responsibilities of Escrow Agent
  - b. Prorated Items
  - c. Closing Statements/HUD-1
  - d. Estimating Closing Costs
5. Foreclosure, Short Sales
6. Tax Aspects of Transferring Title to Real Property
7. Special Processes [Broker Only]

## Practice of Real Estate (Salesperson 12 Items)

1. Trust Accounts (General; Regulatory Details in State Portions)
  - a. Purpose and Definition of Trust Accounts
  - b. Responsibility for Trust Monies
  - c. Commingling/Conversion
  - d. Monies held in Trust Accounts
2. Fair Housing Laws
  - a. Protected Classes
  - b. Covered Transactions
  - c. Specific Laws and their Effects
  - d. Exceptions
  - e. Compliance
  - f. Types of Violations and Enforcement
  - g. Fair Housing Issues in Advertising
3. Advertising
  - a. Incorrect "Factual" Statements versus "Puffing"
  - b. Uninformed Misrepresentation versus Deliberate Misrepresentation (Fraud)
  - c. Truth in Advertising
4. Agent Supervision
  - a. Liability/Responsibility for Acts of Associated Agents
  - b. Responsibility to Train and Supervise
  - c. Independent Contractors

- d. Employees
5. Commissions and Fees
  - a. Procuring Cause/Protection Clauses
  - b. Referrals and Finder Fees
6. General Ethics
  - a. Practicing within Area of Competence
  - b. Avoiding Unauthorized Practice of Law
7. Technology
8. Antitrust Laws
  - a. Antitrust Laws and Purpose
  - b. Antitrust Violations in Real Estate

## Real Estate Calculations (Salesperson 7 Items)

1. General Math Concepts
  - a. Addition, Subtraction, Multiplication, and Division
  - b. Percentages/Decimals/ Fractions
  - c. Areas, including Acreage
2. Property Tax Calculations (not Prorations)
3. Lending Calculations
  - a. Loan-to-Value Ratios
  - b. Discount Points
  - c. Equity
  - d. Qualifying Buyers
4. Calculations for Transactions
  - a. Prorations (Utilities, Rent, Property Taxes, Insurance, etc)
  - b. Commissions and Commission Splits
  - c. Seller's Proceeds of Sale
  - d. Total Money Needed by Buyer at Closing
  - e. Transfer Tax/Conveyance Tax/Revenue Stamps
5. Calculations for Valuation
  - a. Comparative Market Analyses (CMA)
  - b. Net Operating Income
  - c. Depreciation
  - d. Capitalization Rate
  - e. Gross Rent and Gross Income Multipliers (GIM, GRM)
6. Mortgage Calculations
  - a. Down Payment/Amount to be Financed
  - b. Amortization
  - c. Interest Rates
  - d. Interest Amounts
  - e. Monthly Installment Payments

## Specialty Areas (Salesperson 4 Items)

1. Property Management and Landlord/Tenant
2. Common Interest Ownership Properties



- 3. Subdivisions
- 4. Commercial, Industrial, and Income Property

### STATE PORTION CONTENT OUTLINE

#### Connecticut Real Estate Commission and Licensing Requirements (Sales 5 questions)

- a. Real Estate Commission purpose, powers and duties
- b. Activities requiring a license
- c. Exemptions from licensure
- d. License types and qualifications
- e. License renewal, continuing education, and transfer
- f. Real Estate Guaranty Fund
- g. License suspension and revocation

#### Connecticut Laws Governing the Activities of Licensees (Sales 10 questions)

- a. Broker/salesperson relationship
- b. Duties to parties
- c. Handling of deposits and other monies
- d. Misrepresentation
- e. Disclosure of nonmaterial facts
- f. Advertising
- g. Commissions and compensation
- h. Unlicensed personal assistants

#### Connecticut Real Estate Agency (Sales 8 questions)

- a. Agency: the representing of a client vs. working with a customer
- b. Agency agreements
- c. Agency disclosure
- d. Subagency limitations
- e. Dual agency
- f. Designated agency
- g. Confidential information
- h. Interference with agency relationship

#### Connecticut-Specific Real Estate Principles and Practices (Sales 7 questions)

- a. Connecticut-specific property ownership and transfer issues
  - 1. Co-ownership forms and shares
  - 2. Adverse possession/prescriptive easement time
  - 3. Land records and recording
  - 4. Real property taxes and assessments
  - 5. Conveyance tax
  - 6. Residential property condition disclosure
- b. Connecticut Landlord-Tenant Act
- c. Connecticut Common Interest Ownership Act
- d. Connecticut fair housing law
- e. Connecticut lead paint laws
- f. Connecticut disclosure of off-site conditions law
- g. Connecticut Uniform Electronic Transactions Act

## EXAMINATION STUDY MATERIALS

### GENERAL PORTION FOR SALESPERSON

The following is a list of possible study materials for the real estate examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the Occupational and Professional Licensing Division. Use the latest edition available.

- *Real Estate Fundamentals*, 7th Edition, 2007, Gaddy and Hart, Dearborn Real Estate Education, 30 S. Wacker Drive, Chicago, IL 60606-7481, (800) 972-2220, [www.dearbornRE.com](http://www.dearbornRE.com), ISBN 0793164710
- *Modern Real Estate Practice*, 17th Edition, 2006, Galaty, Allaway, & Kyle, Dearborn Real Estate Education, , 30 S. Wacker Drive, Chicago, IL 60606-7481, (800) 972-2220, [www.dearbornRE.com](http://www.dearbornRE.com), ISBN 0793144280
- *Real Estate Principles & Practices*, 8th Edition, 2009, Arlyne Geschwender, South-Western, a division of Thomson Learning, 5191 Natorp Blvd., Mason, OH 45040, (800) 730- 2214, [www.swcollege.com](http://www.swcollege.com), ISBN 0324187475
- *Real Estate Law*, 7th Edition, 2009, Karp and Clayman, Dearborn Real Estate Education, 30 S. Wacker Drive, Chicago, IL 60606-7481, (800) 972-2220, [www.dearbornRE.com](http://www.dearbornRE.com), ISBN 0793149568
- *Real Estate Principles*, 9th Edition, 2003, Charles Jacobus, South-Western, a division of Thomson Learning, 5191 Natorp Blvd., Mason, OH 45040, (800) 730-2214, [www.swcollege.com](http://www.swcollege.com), ISBN 0324143877 (10<sup>th</sup> Ed. In preparation)
- *The Language of Real Estate*, 6th Edition, 2006, John Reilly, Dearborn Real Estate Education, 30 S. Wacker Drive, Chicago, IL 60606-7481, (800) 972-2220, [www.dearbornRE.com](http://www.dearbornRE.com), ISBN 0793131936

### STATE PORTION FOR SALESPERSON

- Pancak, Katherine A., *Connecticut Real Estate: Practice & Law*, Dearborn Real Estate Education, Chicago, IL.
- State of Connecticut, *Real Estate Law and Regulations Concerning the Conduct of Real Estate Brokers and Salespersons*, [www.state.ct.us/dcp](http://www.state.ct.us/dcp).

*The following reference may be helpful as a study reference for your preparation for the examination. This reference is NOT a source reference for the examination questions and is NOT permitted in the examination room during testing.*

- *Real Estate Exam Prep: Connecticut Regs*, 2nd edition, 2007, Morgan, John R., On-the-Test Publishing, P. O. Box 1982, New London, Connecticut, 06320, (860) 857-4936, [www.On-the-Test.com](http://www.On-the-Test.com), ISBN: 978-0-9711941-9-9.
- *Real Estate Exam Prep: Connecticut "Combo"*, 2nd edition, 2007, Morgan, John R., On-the-Test Publishing, P. O. Box 1982, New London, Connecticut, 06320, (860) 857-4936, [www.On-the-Test.com](http://www.On-the-Test.com), ISBN: 978-0-9711941-8-2.



Many of these reference materials are available for purchase at [www.psionlinestore.com](http://www.psionlinestore.com) or by calling the PSI Online Store, toll-free, at (866) 589-3088.

Titles currently in stock are listed on the order form near the end of this candidate information bulletin.

## SAMPLE QUESTIONS

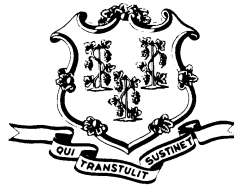
The following questions are offered as examples of the types of questions you will be asked during the examination. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. (The answer key is found after question H.)

- A. A property you are listing has a garage that extends onto the property of the neighbor. What should you do?
1. Recommend that the seller obtain a permit for the garage.
  2. Encourage the seller to apply for an appurtenant easement.
  3. Inform the title examiner of the encroaching garage.
  4. Note the encroaching garage on the listing agreement.
- B. Which of the following contracts is valid?
1. An owner agrees to rent his house for \$500 for one weekend so that the renter can have a marijuana party.
  2. An owner agrees to sell his home for a down payment plus monthly installment payments over a 15-year period.
  3. An owner of a large home agrees to rent a room to a 17-year-old college freshman for \$100 per month.
  4. An owner agrees to take his house off the market based upon an oral offer from a potential buyer whose spouse must return to inspect the house.
- C. The Fair House Amendment Act of 1988 extended protection by prohibiting discrimination based on
1. Marital status.
  2. Age.
  3. Race and national origin
  4. Handicapped and familial status.
- D. If the value of a property is \$225,00 and the mortgage is paid down to \$79,000, what is the owner's equity in the property?
1. \$146,000
  2. \$156,000
  3. \$254,000
  4. None of the above.
- E. After an agent listed a property, the agent's sister expressed an interest in the property and asked the agent to present an offer on her behalf WITHOUT mentioning their relationship. The agent must
1. Honor his sister's right to privacy.
  2. Refer his sister to another agent
  3. Disclose to the seller his relationship to the potential buyer.
4. Write an offer on behalf of a third party and then transfer title to the sister.
- F. Which type of value is most relevant in determining property taxes?
1. Depreciated value.
  2. Assessed value.
  3. Market value
  4. Mortgage value.
- G. A common method of financing a balloon payment mortgage loan is to
1. Extend the loan for a limited term.
  2. Obtain a wraparound loan.
  3. Obtain an equity line of credit.
  4. Convert to a shared-appreciation mortgage.
- H. A builder is planning a subdivision zoned residential. Through a covenant in the deed, he states, "no one can babysit or provide child care for other than their own children, on a daily or continual basis, for more than one child." Can he legally do this?
1. Yes, because he is seeking to achieve a desired quality in the subdivision.
  2. No, because he can't discriminate against children.
  3. No, because only city and state zoning laws can set these guidelines.
  4. No, because he can only restrict building size, setbacks, and lot sizes.

### Answer Key

A. 4	E. 3
B. 2	F. 2
C. 4	G. 1
D. 1	H. 1





For Official Use Only

## Real Estate Salesperson Application

### Instructions:

- 1) All fields on this application must be completed and notarized by the individual applying for licensure.
- 2) The original 60-hour Real Estate Principles & Practices Course Completion Certificate must be submitted with this completed application.
- 3) Payment with check and/or money order in the amount of **\$80.00** made payable to PSI licensure: certification must accompany this application. Application fees are non-refundable.
- 4) Once this application is reviewed and approved, you will receive an Examination Eligibility Postcard from PSI with instructions to register and schedule the examination. Please note that an examination fee of \$52.00 will be due at the time you schedule the examination with PSI.

➔ **Mail** your application, course certificate and fee to:

PSI licensure: certification  
3210 E Tropicana  
Las Vegas, NV 89121

For information and/or questions, contact  
PSI licensure: certification  
[www.psiexams.com](http://www.psiexams.com) or 1-800-733-9267

### Applicant Information:

First Name		Middle Initial	Last Name	
Residence Street Address		City or Town		State Zip Code
Telephone Number (w/area code)	Email Address		Social Security Number Date of Birth	
Mailing Address (if different from above)		City or Town		State Zip Code
Have you ever been convicted of a felony crime? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been convicted of a crime related to forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or any like offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever had a real estate license refused, suspended or revoked in any State? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list details.				

### Notarization:

*I, being duly sworn according to law, hereby affirm that the answers given in this application are true to the best of my knowledge and belief and that this application is made for the sole purpose of obtaining a Real Estate Salesperson license.*

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public, Justice of the Peace, Commissioner of Superior Court \_\_\_\_\_  
My Commission Expires





## BOOKS AND MORE ARE NOW AVAILABLE AT THE PSI ONLINE STORE!

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- ✦ Order online at [www.pSIONlinestore.com](http://www.pSIONlinestore.com)
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<input type="checkbox"/>	<u>The Language of Real Estate</u>
<input type="checkbox"/>	<u>Real Estate Principles</u>
<input type="checkbox"/>	<u>Real Estate Principles &amp; Practices</u>

*Please note: Inventory and pricing subject to change without notice.*

- ✦ You may also place a checkmark next to the items that you would like to order, and mail or fax this form to PSI (be sure to include your contact information). A Customer Service Rep will call you to place the order.

Mail or FAX to:  
PSI licensure:certification \*\* 3210 E Tropicana \* Las Vegas \* NV \* 89121 (Attn Shipping)  
Fax (702) 932-2668

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Phone Number\_\_\_\_\_



# SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

### Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date \_\_\_\_\_

Legal Name: \_\_\_\_\_  
Last Name First Name

Address: \_\_\_\_\_  
Street Citv. State. Zip Code

Telephone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

Check any special arrangements you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended Time (Additional time requested: \_\_\_\_\_)
- Large-Print written examination
- Other \_\_\_\_\_
- Out-of-State Testing Request (this request does not require additional documentation) \_\_\_\_\_

Site requested: \_\_\_\_\_

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call 800-733-9267 x6750 and leave a voice message.
- PSI Special Accommodations will call you back to schedule the examination within 48 hours.

**DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI SPECIAL ACCOMMODATIONS.**

PSI Services, LLC  
3210 E Tropicana  
Las Vegas, NV 89121

FIRST CLASS MAIL