



PSI licensure:certification  
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# OHIO DEPARTMENT OF COMMERCE



## DIVISION OF REAL ESTATE AND PROFESSIONAL LICENSING REAL ESTATE SALESPERSON AND BROKER CANDIDATE INFORMATION BULLETIN

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

## EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Candidate Information Bulletin provides you with information about the examination and application process for obtaining a real estate license in the State of Ohio.

Ohio state laws stipulate that a person may not act as a real estate salesperson or broker without first obtaining a license issued by the Division of Real Estate & Professional Licensing. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations relating to real estate.

The Division of Real Estate & Professional Licensing has contracted with PSI licensure:certification (PSI) to conduct the examination testing. PSI provides examinations through a network of computer examination centers in Ohio. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

The following are the Ohio real estate licensing examinations offered by PSI:

- Real Estate Salesperson
- Real Estate Broker

## HOW TO OBTAIN A LICENSE

1. Complete your pre-examination education requirements.
2. Submit your License Application, and appropriate fee, to the Division.

License Applications can be obtained from prelicensing schools, offices of real estate brokers, local boards of Realtors® or from the Division's Web site at [www.com.ohio.gov/real](http://www.com.ohio.gov/real). The application must be typed or hand written with black ink. Photocopies of your transcripts or certificates of completion of the educational requirements must be included.

**Ohio Department of Commerce**  
**Division of Real Estate & Professional Licensing**  
 77 South High Street, 20th Floor  
 Columbus, OH 43215-6133  
 (614) 466-4100 FAX (614) 644-0584  
[www.com.state.oh.us](http://www.com.state.oh.us)

3. The Division staff will process your examination application for eligibility. If approved by the Division, PSI will mail you this Candidate Information Bulletin containing the examinations that you are eligible for, and instructions for registering and scheduling the examination(s).

You must pass both portions of the examination within 12 months of the date on the label of the initial Candidate Information Bulletin from PSI.

### LICENSE REQUIREMENTS

To be eligible for licensure, candidates must meet qualifications established by Ohio Revised Code 4735 and Ohio Administrative Code 1301:5. License requirements may vary

depending on whether you are applying for a salesperson or broker license.

### LICENSE REQUIREMENTS FOR REAL ESTATE SALESPERSON

Persons applying for a real estate salesperson license must:

1. Be honest, truthful and of good reputation.
2. Be at least 18 years old.
3. Be sponsored by an Ohio Broker.
4. Not have been convicted of a felony or a crime of moral turpitude. Not have violated any civil rights laws regarding real estate within the past two years as determined by a court of law or violated any rules of the Ohio Division of Real Estate. In some circumstances, it is possible to have a conviction or violation disregarded, which would allow you to sit for the exam. The Division may only make a determination with respect to a conviction or violation if you file an application. For additional information on this process, contact the Division directly or review the additional information found on the Division's Web site.
5. Have a high school diploma or its equivalent as recognized by the Ohio Department of Education if you were born after 1950.
6. Any person who has not been licensed as a real estate salesperson or broker within a four-year period immediately preceding his/her current application for the salesperson's exam must have completed the following classroom instruction within a 10-year period immediately preceding the current salesperson application. This education must have been completed at an institution of higher education that awards a degree in at least a two-year program (i.e. an associate degree):

Education Requirements	Hours
Real Estate Principles and Practices	40 hours
Ohio Real Estate Law, including instruction in civil rights, housing discrimination and desegregation problems*	40 hours
Real Estate Appraisal	20 hours
Real Estate Finance	20 hours

*\*This course in real estate law is not required of an applicant admitted to the practice of law before the Supreme court of Ohio.*

### LICENSE REQUIREMENTS FOR REAL ESTATE BROKER

Persons applying for a real estate broker license must:

1. Be honest, truthful and of good reputation.
2. Be at least 18 years old.
3. Not have been convicted of a felony or a crime of moral turpitude. Not have violated any civil rights laws regarding real estate within the past two years as determined by a court of law or violated any rules of the Ohio Division of Real Estate. In some circumstances, it is possible to have a conviction or violation disregarded, which would allow you to sit for the exam. The Division may only make a determination with respect to a conviction or violation if you file an application. For additional information on this process, contact the Division directly or review the additional information found on the Division's Web site.
4. Based upon the date you were originally licensed as a salesperson, you are required to complete the following classroom instruction prior to taking the broker exam. These courses must have been completed at an institution of higher education that awards a degree in at least a two-



year program (i.e. an associate degree). You must pass both portions of the examination within 12 months of the initial approval date listed on the mailing label of your bulletin. The label will indicate your 12 month eligibility period. If you do not pass both portions of the exam within the 12 month eligibility period you must start the process over by sending in a new Exam Application to the Division. If you pass only one portion of the exam or if you failed both portions of the exam, within the 12 months you must use the Retake application to retake the portion (s) you failed. If you use the wrong application you will forfeit your fee (ORC 4735.06 or 4735.09) and have to submit the correct application with another fee.

you have been licensed in another state, these years can be counted.

- You must have completed 20 real estate transactions or have such equivalent experience as defined by rules adopted by the Ohio Real Estate Commission.

The 20 points needed to qualify are counted if the licensee received compensation as part of the transactions listed:

- One point for each completed sale of real property, for the account of another, during which the licensee was the selling and the procuring agent.
- One half point for each completed sale of real property, for the account of another, during which the licensee was the listing agent.
- One half point for each completed sale of real property, for the account of another, during which the licensee was the selling agent.
- One half point for each completed lease of an individual commercial or industrial property, for the account of another, for a term of at least one year, during which the licensee was the listing agent.
- One fourth point for each completed lease of residential property, for the account of another, for a term of at least one year during which the licensee was the listing and/or the procuring agent.

Education Requirements if Licensed Prior to January 2, 1972	Hours
(No additional educational requirements are needed)	0 hours
Education Requirements if Licensed on or After January 2, 1972, but prior to January 3, 1984	Hours
Real Estate Principles and Practices	30 hours
Ohio Real Estate Law	30 hours
Real Estate Appraisal	30 hours
Real Estate Finance	30 hours
Education Requirements if Licensed on or After January 3, 1984, but prior to August 1, 2001	Hours
Real Estate Principles and Practices	30 hours*
Ohio Real Estate Law	30 hours*
Real Estate Appraisal	30 hours*
Real Estate Finance	30 hours*
Financial Management	30 hours*
Human Resource or Personnel Management	30 hours*
Applied Business Economics	30 hours*
Business Law	30 hours*
Minimum of Two Years of College**	

The application requires the licensee to list the total number of transactions, the Division will calculate the points earned and send out an affidavit to each of the Brokers listed on your Broker Application. The affidavits will be used to verify you have met the 20 point minimum to qualify for the Broker Exam (ORC 4735.07(b) (5) (a).

**IMPORTANT:** Your eligibility is good for only 12 months from the initial approval date listed on the mailing label of your bulletin. If you do not pass both portions of the exam within the 12 month eligibility period you must start the process over by sending in a new Exam Application to the Division. If you pass only one portion of the exam or if you failed both portions of the exam, within the 12 months you must use the Retake application to retake the portion (s) you failed. If you use the wrong application you will forfeit your fee (ORC 4735.06 or 4735.09) and have to submit the correct application with another fee.

*\*Or three-quarter hours or its equivalent in semester hours.*

*\*\*The courses listed in this chart may be included in your two years of college.*

Education Requirements if Licensed on or After August 1, 2001	Hours
Real Estate Principles and Practices	40 hours
Ohio Real Estate Law	40 hours
Real Estate Appraisal	20 hours
Real Estate Finance	20 hours
Financial Management	30 hours
Human Resource or Personnel Management	30 hours
Applied Business Economics	30 hours
Business Law	30 hours
Minimum of Two Years of College*	

*\*The courses listed in this chart may be included in your two years of college.*

5. Experience:

- You must have been licensed as a broker or salesperson for at least two years.
- You must have worked as a broker or salesperson for an average of 30 hours per week for two of the last five years immediately preceding your application. If

## EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

All questions and requests for information about examinations should be directed to PSI.

PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666  
[www.psiexams.com](http://www.psiexams.com)



Upon approval of eligibility by the Division, you may proceed with the Examination Registration and Scheduling process.

The Examination Registration Form is found at the end of this Candidate Information Bulletin. You must pay PSI at the time you register. Be sure the registration form is complete, accurate, signed, and that you include the correct fee. The registration form is valid for 1 examination.

- Candidates must pass both portions of the exam, one is a state section and one is a national section, within the 12 month period listed on the label of this bulletin.
- Candidates who fail one or both portions of the examination must submit a retake application and appropriate fee to the Division. The retake application will be provided to the candidate with the failing score report at the examination site. After the Division has notified PSI of your new eligibility, you may register and schedule for the examination.
- You must re-apply using the Retake Application and retake the examination, within the 12 month period indicated on the label of this bulletin.
- If you are over your 12 month eligibility period you must start the process over using either the Sales Exam Application or the Broker Exam Application.

### FEES

Examination	Registration Fee
Real Estate Salesperson - National Only	\$48.00
Real Estate Salesperson - State Only	\$48.00
Real Estate Salesperson - State & National taken at same time	\$68.00
Real Estate Broker - National Only	\$48.00
Real Estate Broker - State Only	\$48.00
Real Estate Broker - State & National taken at same time	\$48.00

NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

### 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 REGISTRATION

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.

### 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. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 3 business days to process your Registration. After 3 business days, you may call PSI to schedule the examination, (800) 733-9267.

### STANDARD MAIL REGISTRATION

For those desiring to make payment for their examination using cashiers checks or money orders, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

1. Complete the PSI registration Form, and appropriate examination fee 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 name on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS 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.



1. If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.
2. Please allow 3 days to process your Registration. After 3 days, you may call PSI to schedule the examination after 7:30 a.m., Eastern Time, (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 (IVR), or call PSI and speak to a Customer Service Representative.

### 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.

### RE-TAKING A FAILED PORTION

Candidates who fail one or both portions of the examination must submit a retake application and appropriate fee to the Division. The retake application will be provided to the candidate with the failing score report at the examination site. After the Division has notified PSI of your new eligibility, you may register and schedule for the examination.

You must re-apply, using the Retake Application, for the portion you failed, and retake the examination, within the 12 month period indicated on the label of this bulletin.

### 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).

## EXAMINATION SITE LOCATIONS

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

### **Akron**

Bryden Center  
1815 West Market Street, Suite 110  
Akron, OH 44313

*FROM I-77N MERGE ONTO I-77N VIA EXIT 125B TOWARD CLEVELAND/DOWNTOWN AKRON. TAKE THE MULL AVE/WHITE POND DR EXIT 132. TAKE THE WHITE POND DR RAMP. TURN RIGHT ONTO WHITE POND DR. TURN RIGHT ONTO MULL AVE. CONTINUE ON MULL AVE, AROUND THE CIRCLE AND TURN RIGHT ONTO N HAWKINS. AT THE TRAFFIC LIGHT TURN LEFT ONTO W MARKET ST/OH-18.*

*FROM I-71S TOWARD COLUMBUS. TAKE THE OH-18 EXIT 218- TOWARD MEDINA/AKRON. TURN LEFT ONTO MEDINA RD/OH-18 E CONTINUE TO FOLLOW OH-18 E.*

### **Cambridge**

1300 Clark Street, Suite #4  
Cambridge, OH 43725

*FROM 70 E MERGE ONTO OH-723 VIA EXIT 176 TOWARD US-22/US-40/CAMBRIDGE. TURN RIGHT ONTO JOHN GLENN HWY/US-22 E/US-40 E. CONTINUE TO FOLLOW US-22 E/US-40 E. TURN SLIGHT LEFT ONTO WHEELING AVE/US-22/US-40. CONTINUE TO FOLLOW US-22. TURN LEFT ONTO OAKLAND BLVD. TURN RIGHT ONTO CLARK ST. FROM I-70 W MERGE ONTO I-77N AND FOLLOW THE DIRECTIONS ABOVE.*

*THE SITE IS DIRECTLY ACROSS THE STREET FROM THE HOSPITAL*

### **Cincinnati**

4010 Executive Park Dr., Suite 435  
Cincinnati, OH 45241

*FROM I-275 EASTBOUND TAKE THE US-42 EXIT 46 TOWARD MASON/SHARONVILLE. TURN LEFT ONTO LEBANON RD/US-42. TURN LEFT INTO EXECUTIVE PARK OFFICE COMPLEX.*

*FROM I-275 WESTBOUND TAKE THE US-42 EXIT 46 TOWARD SHARONVILLE/MASON. TURN RIGHT ONTO LEBANON RD/US-42. TURN LEFT INTO EXECUTIVE PARK OFFICE COMPLEX.*

### **Cleveland**

Interstate Plaza, 16600 Sprague Road, Suite 85  
Middleburg Heights, OH 44130

*FROM I-71S TOWARD COLUMBUS, TAKE THE US-42, EXIT 234 TOWARD PARMA HTS/STRONGSVILLE. TAKE THE RAMP TOWARD MIDDLEBURG HEIGHTS/PARMA HEIGHTS. TURN RIGHT ONTO PEARL RD/US-42. TURN LEFT ONTO W SPRAGUE RD.*

*FROM I-71N, TAKE THE US-42 EXIT 234 TOWARD STRONGSVILLE. TURN LEFT ONTO PEARL RD / US-42. TURN LEFT ONTO W SPRAGUE RD.*

### **Columbus North**

6600 Busch Boulevard, Suite 160  
Columbus, Ohio 43229

*FROM I-71S VIA EXIT 1 TOWARD COLUMBUS. TAKE THE DUBLIN-GRANVILLE RD/OH-161 EXIT 117. TURN RIGHT ONTO E DUBLIN GRANVILLE RD/OH-16 W. TURN RIGHT ONTO BUSCH BLVD*



FROM I-71 N VIA EXIT 5B ON THE LEFT TOWARD CLEVELAND. TAKE THE DUBLIN-GRANVILLE RD/OH-161 EXIT 117. TURN LEFT ONTO E DUBLIN GRANVILLE RD/OH-161 W. TURN RIGHT ONTO BUSCH BLVD.

## REPORTING TO THE EXAMINATION SITE

### Columbus South

6431 Alum Creek Dr., Suite D  
Groveport, OH 43125

FROM (CLEVELAND) 270W OR 270S TOWARD CINCINNATI, TAKE ALUM CREEK CREEK EXIT. TURN RIGHT TOWARD GROVEPORT. TURN RIGHT AT SPIEGEL DRIVE AND AN IMMEDIATE RIGHT INTO FIRST PARKING LOT ON RIGHT.

FROM 270 E OR 270S TOWARD WHEELING, EXIT ALUM CREEK. TURN LEFT TOWARD GROVEPORT. TURN RIGHT ON SPIEGEL DR. AND TURN AN IMMEDIATE RIGHT INTO FIRST PARKING LOT ON RIGHT.

### Toledo

1446 S. Reynolds Road, Suite 201  
Maumee, OH 43537

FROM 75N MERGE ONTO I-475N/US-23N VIA EXIT 192 ON THE LEFT TOWARD MAUMEE/ANN ARBOR. MERGE ONTO ANTHONY WAYNE TRL/US-24 E VIA EXIT 4 TOWARD MAUMEE. TURN LEFT ONTO CONANT ST/US-20/OH-25. CONTINUE TO FOLLOW US-20 N. SITE IS ON THE CORNER OF REYNOLDS AND DUSSELL ROAD.

FROM I-75S MERGE ONTO ANTHONY WAYNE TRL/OH-25S VIA EXIT 201A TOWARD MAUMEE. TURN RIGHT ONTO CONANT ST/US-20. CONTINUE TO FOLLOW US-20N.

THE TEST SITE IS ON THE CORNER OF DUSSEL AND REYNOLDS IN THE HUNTINGTON BANK BUILDING. THE MAIN ENTRANCE OF THE BUILDING IS THE CENTER ENTRANCE. PROCEED TO THE 2<sup>ND</sup> FLOOR. PSI IS LOCATED IN SUITE 201. PLEASE DO NOT DISTURB OTHER TENANTS.

### Troy

1100 Wayne Street, Suite 3330  
Troy, OH 45373

FROM I-75 SOUTH TAKE THE STATE ROUTE 55 EXIT #73 FOR TROY/LUDLOW FALLS. TURN LEFT AT THE LIGHT AT THE EXIT TOWARDS TROY ONTO ST RT 55 (BECOMES WEST MARKET ST). FOLLOW ST RT 55/ MARKET ST TO THE FOURTH LIGHT AFTER THE EXIT. TURN LEFT ONTO RIDGE AVE. CONTINUE TO WAYNE STREET AND TURN LEFT. THE TEST SITE IS UP THE HILL LOCATED IN THE LARGE BUILDING ON YOUR LEFT THAT USED TO BE STOUDE MEMORIAL HOSPITAL.

FROM I-75 NORTH TAKE THE STATE ROUTE 55 EXIT #73 FOR TROY/LUDLOW FALLS. TURN RIGHT AT THE LIGHT ONTO ST RT 55 (BECOMES WEST MARKET ST.). FOLLOW ST RT 55/MARKET TO THE THIRD LIGHT AFTER THE EXIT. TURN LEFT ONTO RIDGE AVE. CONTINUE TO WAYNE STREET AND TURN LEFT. THE TEST CENTER IS UP THE HILL LOCATED IN THE LARGE BUILDING ON YOUR LEFT THAT USED TO BE STOUDE MEMORIAL HOSPITAL.

Enter the hospital grounds from Wayne right at the sign that says, "STOUDE CENTER 1100". You will enter a short driveway that curves to the right. As you begin to turn to the right, you will see the "WEST ENTRANCE" marked on your left. This is your entrance and the only one that has wooden doors. So if you enter the complex somewhere else through metal doors---you are at the wrong entrance. Continue on the short drive to the parking lot immediately in front of you. This is the WEST lot. Park and enter the complex through the WOODEN DOORS marked "WEST ENTRANCE". You will enter what used to be the main hospital entrance. A gift shop area will be on your right and a reception desk on your left. Go past the reception desk to the large elevator doors just to the left a bit. DO NOT go down the hallway to the right. Enter the elevator, which also has doors in the back. You will need to push "3F" so the doors open to the office suites. If you accidentally push 3R, the doors to the Residential side will open instead. When the doors open on the third floor, walk around to your right to the PSI Office.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of Ohio.

On the day of the examination, you should arrive 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), 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

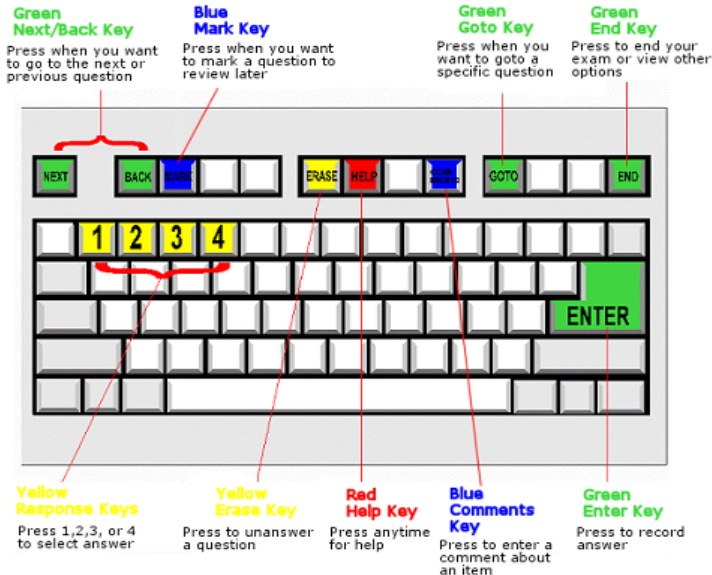
The following security procedures will apply during the examination:

- 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. You may also use the mouse.



### 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 Division of Real Estate and Professional Licensing, 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.

## SCORE REPORTING

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.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- 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.

## EXAMINATION STUDY MATERIALS

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 Division of Real Estate & Professional Licensing. Use the latest edition available.

### NATIONAL PORTION FOR SALESPERSON AND BROKER

- *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, 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, 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, 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, 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, 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, ISBN 0793131936

### STATE PORTION FOR SALESPERSON AND BROKER

- *Ohio Administrative Code*, 2006, Ohio Department of Commerce, Division of Real Estate & Professional Licensing, 77 South High Street, 20th Floor, Columbus, OH 43215-6133, www.com.state.oh.us/ODOC/real/remain.htm.
- *Ohio Revised Code*, 2006, Ohio Department of Commerce, Division of Real Estate & Professional Licensing, 77 South High Street, 20th Floor, Columbus, OH 43215-6133, www.com.state.oh.us/ODOC/real/remain.htm.

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 Ohio 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.

## DESCRIPTION OF EXAMINATIONS

Candidates must pass both portions of the examination within one year of the date on the label of the initial Candidate Information Bulletin from PSI. If you fail one or both portions of the examination you must submit a retake application and appropriate fee to the Division. After the Division has notified PSI of your eligibility, you may register and schedule for the examination. You must apply and retake the failed portion by the date indicated on the label of the initial Candidate Information Bulletin.

### EXAMINATION SUMMARY TABLE

Examination	Portion	# of Items	Passing Score	Time Allowed
Salesperson	National	80	70%	120 minutes
	State	40	70%	60 minutes
	Both	120	70%	180 minutes
Broker	National	80	75%	120 minutes
	State	40	75%	60 minutes
	Both	120	75%	180 minutes

### PRETEST ITEMS

In addition to the number of examination items specified, 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.



## CONTENT OUTLINES

The examination content outlines have been prepared and are periodically updated by committees of professionals who are subject matter experts in real estate practice, real estate instruction, and regulatory issues. The examination content outlines these professionals have prepared identify areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review course material. The outlines list the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

### NATIONAL PORTION CONTENT OUTLINE

#### (REAL ESTATE PRINCIPLES AND PRACTICES)

##### CONTENT OUTLINE

#### Property Ownership (Salesperson 6 Items, Broker 5 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. Basic Construction Types and Materials

#### Land Use Controls and Regulations (Salesperson 5 Items, Broker 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, Broker 7 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/Comparative Market Analysis (CMA)**
  - a. Selecting and Adjusting Comparables
  - b. Factors to Consider in a CMA
  - c. Contrast CMA, Broker Opinion of Value (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, Broker 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, Broker 11 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 Operation of Law

- d. Destruction of Property/Death of Principal
- e. Termination by Acts of Parties

## Mandated Disclosures (Salesperson 7 Items, Broker 8 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, Broker 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, Broker 6 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, Broker 11 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. **Issues in Use of Technology (electronic signatures, document delivery, internet advertising)**
- 8. **Antitrust Laws**
  - a. Antitrust Laws and Purpose
  - b. Antitrust Violations in Real Estate

#### Real Estate Calculations (Salesperson 7 Items, Broker 5 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, Broker 5 Items)

- 1. Property Management and Landlord/Tenant
- 2. Common Interest Ownership Properties
- 3. Subdivisions
- 4. Commercial, Industrial, and Income Property

### STATE-SPECIFIC PORTION

#### State Governance of the Real Estate Profession (5 Items)

- a. General Powers and Structure of Governing Bodies
- b. Audit of Records
- c. Investigations, Hearings and Appeals
- d. Violations and Penalties Fines/Suspension/Revocation/Edu. Sanction/Reprimands)
- e. Education and Research Fund and Resources it Produces
- f. Recovery Fund

#### Licensing Requirements (7 items)

- a. Activities Requiring a License
- b. License Renewal and Maintenance
- c. Change in License Status (military, retired, inactive)
- d. Post License Education and Continuing Education

#### License Law and Rules of the Ohio Real Estate Commission (16 items)

- a. Advertising/Use of Business Name/Misrepresentation/Team Advertising
- b. Broker/Salesperson Employment or Independent Contractor Agreement
- c. Commissions and fees paid through broker only/Agent compensation
- d. Document Handling and Record Keeping (Includes Contracts and Listings)
- e. Handling of Monies/Considerations (Items of Value)
- f. Trust or Special Accounts

- g. Types of Listings, Rules
- h. Offers, Counteroffers, Acceptance
- i. Ohio Broker Lien Law
- j. Inducements
- k. Ancillary Trustee (Procedure if Broker Dies)
- l. Property Management (Includes Leases)
- m. Fair Housing Sign and Brokers License Display (broker only)

#### Brokerage Relationships (Agency Law) (12 items)

- a. Creating Agency and Agency Contracts/Types of Agency Relationships
- b. Licensee Duties and Obligations to Clients and Customers, Licensee Liabilities
- c. Termination of Agency
- d. Confidentiality
- e. Disclosure of Agency Relationships and Listing Information
- f. Disclosures Required when Dealing with Own Properties
- g. Unauthorized Practice of Law
- h. False Representations of Licensee Status or Expertise
- i. Canon of Ethics

## SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the Ohio real estate salesperson and broker examinations. They are intended primarily to familiarize you with the style and format of questions you can expect to find in the examinations. The examples do NOT represent the full range of content or difficulty levels found in the actual examinations.

### SAMPLE SALESPERSON QUESTIONS

- A. Which of the following interests in property is held by a person who is granted a lifetime use of a property that will be transferred to a third party upon the death of the lifetime user?
  - 1. A life estate.
  - 2. A remainder estate.
  - 3. An estate for years.
  - 4. A reversionary estate.
- B. Which of the following statements BEST identifies the meaning of the term, "rescission of a contract"?
  - 1. A ratification of a contract by all parties.
  - 2. A return of all parties to their condition before the contract was executed.
  - 3. A transfer or assignment of a particular responsibility from one of the parties to another.
  - 4. A review of the contract by the legal counsel of either party that may result in a cancellation without penalty or further obligation.



- C. Which of the following clauses in a mortgage allows the lender to demand loan repayment if a borrower sells the property?
1. Defeasance
  2. Prepayment
  3. Acceleration
  4. Alienation
- D. How much cash MUST a buyer furnish in addition to a \$2,500 deposit if the lending institution grants a 90% loan on an \$80,000 property?
1. \$5,500.
  2. \$6,975.
  3. \$7,450.
  4. None of the above.
- E. Which of the following single-family residences would get the MOST accurate appraisal by applying the reproduction cost approach to value?
1. A rental property.
  2. A vacant property.
  3. A new property.
  4. An historic property.
- D. A lender is making a loan on a property and wants to make sure that a borrower will be legally obligated to pay off the entire unpaid loan balance if the borrower defaults on the payments. Which of the following clauses should be included in the contract?
1. Defeasance.
  2. Prepayment.
  3. Acceleration.
  4. Due-on-sale.
- E. A financial arrangement by which a buyer purchases property using borrowed funds but does not actually receive title to the property until after the loan has been fully repaid is BEST referred to as a
1. Leveraged sale.
  2. Sale and leaseback.
  3. Purchase money mortgage.
  4. Land contract.

**Answers to Sample Broker Questions:**

A: 2; B: 1; C: 1; D: 3; E: 4

**Answers to Sample Salesperson Questions:**

A: 1; B: 2; C: 4; D: 1; E: 4

**SAMPLE BROKER QUESTIONS**

- A. A real estate licensee acting solely as a seller's agent is MOST likely to be held liable for claims of misrepresentation by a buyer if the licensee committed which of the following acts in the course of the transaction?
1. Failed to provide previous purchase prices for the property.
  2. Obeyed the seller's instructions to leave all discussions of property condition to the seller.
  3. Continued to accept and present offers on the property after the seller accepted the buyer's offer.
  4. Deposited the earnest money check in a personal account to clear before transferring it to the trust account.
- B. A lender wanting title insurance coverage on property pledged as collateral would ask for which of the following policies?
1. A mortgagee's policy.
  2. An owner's policy.
  3. An errors and omissions policy.
  4. An extended homeowner's policy.
- C. A business property is valued at \$20,000. To earn 12% on the total investment, the property should return a monthly income of
1. \$200.
  2. \$500.
  3. \$1,200.
  4. None of the above.







Ohio Department of Commerce
Division of Real Estate & Professional Licensing

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Ted Strickland
Governor

Kimberly A. Zurz
Director

REAL ESTATE

RETAKЕ APPLICATION
BROKER AND SALESPERSON

A check or money order for any fees, made payable to the Division of Real Estate & Professional Licensing, must accompany this application. Cash will not be accepted.

Table with 2 columns: FEE AMOUNT, BROKER NUMBER; FILE NUMBER, ISSUE DATE

The name and date of birth on this application must match the name and date of birth on the applicant's government-issued photo ID for identity verification at the examination site.

EXAMS table with columns for Exam Type, Fee, and Status (Broker/Salesperson, State/National/Only)

APPLICANT INFORMATION section with fields for Candidate ID, Name, Address, Phone, and Birth Date

SPONSORING BROKER INFORMATION section with fields for Company File Number, Name, Address, and Phone

ETHICAL CONDUCT AND LEGAL HISTORY section with instructions to attach explanations for 'YES' answers

SINCE the filing of your application for Ohio real estate licensure, have you: section with multiple yes/no questions regarding disciplinary actions and legal history

THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form may subject me to criminal prosecution and the loss of my Ohio real estate license.

SIGNATURE OF APPLICANT DATE

THE SPONSORING BROKER MUST COMPLETE THE FOLLOWING CERTIFICATION

I hereby certify that, from the investigations made by me, I find the above listed applicant for a real estate license is honest, truthful and of good reputation. I understand that any false statement on this form that is known to me at the time of my signing may subject me to criminal prosecution and the loss of my Ohio real estate license.

NAME OF BROKER (PLEASE TYPE OR PRINT) FILE NUMBER SIGNATURE OF BROKER DATE

NOTICE: This application and the information contained therein, except for the social security number, is public record pursuant to Ohio Revised Code 149.43.
NOTICE: Refusal of check payment by the drawer's bank may result in a one-hundred-dollar fee to the superintendent and/or the rejection or withdrawal of approval of this application.



## HAVE YOU FILLED OUT THE FORM CORRECTLY?

*To avoid any delays in the processing of your application, ask yourself the following questions. By double checking your paperwork in these critical areas, you should be successful!*

- ✎ ARE THE PROPER FEES ATTACHED (CHECK OR MONEY ORDER)?
- ✎ DID I USE MY LEGAL NAME (AS IT APPEARS ON MY DRIVER'S LICENSE OR MY REAL ESTATE LICENSE)?
- ✎ DID I LIST MY SOCIAL SECURITY NUMBER, AND INDICATE THE YEAR I GRADUATED FROM HIGH SCHOOL OR COMPLETED THE G.E.D.? (*LICENSE EXAMINATION APPLICATIONS ONLY.*)
- ✎ DID I INCLUDE MY LICENSE/FILE NUMBER? (*IF APPLICABLE.*)
- ✎ DID I LIST MY DATE OF BIRTH?
- ✎ DID I LIST THE BROKER'S MAIN ADDRESS AND NOT A BRANCH LOCATION?
- ✎ DID I COMPLETE THE ETHICAL CONDUCT AND LEGAL HISTORY SECTION?
- ✎ DID I INCLUDE AN EXPLANATION (OR A CERTIFIED JOURNAL ENTRY FOR CONVICTIONS) FOR ANY YES QUESTIONS UNDER THE ETHICAL CONDUCT AND LEGAL HISTORY SECTION?
- ✎ DID I SIGN MY APPLICATION?
- ✎ DID MY BROKER (WHO IS IN GOOD STANDING AND ACTIVE WITH THE DIVISION) SIGN MY APPLICATION? (*SALESPERSON APPLICATIONS ONLY.*)

*By carefully filling out this application you will speed up the processing time. Every application with deficiencies must be returned. The returned check fee for applicants will be \$100!*

*Pursuant to Ohio Administrative Code 1301:05-1-04, failure to timely submit such corrected application or additional information within thirty (30) days of receiving a deficiency notice shall constitute just cause for the superintendent to impose a forfeiture one half of the application fee.*





# 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 stationery 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 City, State, Zip Code

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

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

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

- |  |   |
|--|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability)                | <input type="checkbox"/> Extended Time (Additional time requested: _____) |
| <input type="checkbox"/> Large-Print written examination   | <input type="checkbox"/> Other _____                                      |
| <input type="checkbox"/> 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.**





## OHIO DEPARTMENT OF COMMERCE NOTICE OF ELIGIBILITY LETTER

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This notice serves to confirm that you are now **eligible** to take the examination that is listed directly under the mailing address on the mailing label below.

This bulletin is designed to provide you with information regarding examination procedures and content areas. To schedule your examination, please refer to the instructions in this bulletin.

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

FIRST CLASS MAIL

