



PSI Services LLC
 3210 E Tropicana
 Las Vegas, NV 89121
 www.psiexams.com



REAL ESTATE SALESPERSON, BROKER AND ABTRACTER EXAMINATION CANDIDATE INFORMATION BULLETIN

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Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI SERVICES LLC

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

Minnesota state laws stipulate that a person may not act as a real estate salesperson, broker or abstractor without first obtaining a license issued by the Minnesota Department of Commerce. 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 Minnesota Department of Commerce has contracted with PSI Services LLC (PSI) to conduct the examination testing. PSI provides examinations through a network of computer examination centers in Minnesota. 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.

Following are the Minnesota real estate licensing examinations offered by PSI:

- Real Estate Salesperson
- Real Estate Broker
- Abstractor

APPLYING FOR A LICENSE

All questions and requests for information about licensure should be directed to the Department of Commerce.

Minnesota Department of Commerce
85 7th Place E, Suite 500
St. Paul, MN 55101-2198
Phone: 651-539-1599
FAX: 651-539-0107
Email: Licensing.Commerce@state.mn.us
Web:
mn.gov/commerce

OUT-OF-STATE LICENSURE

Applicants who obtained licensing experience and real estate education in another state must be granted a waiver of salesperson requirements before applying for the broker's examination. To receive a waiver, the applicant must submit the following to the Minnesota Department of Commerce, Licensing Division:

- A background letter requesting the waiver;
- A current Letter of Certification from the other state(s) in which licensed (this must indicate the dates of licensure in that state and if any formal action has ever been taken against the license); and
- Copies of certificates and/or official transcripts for all real estate education courses that have been completed.

BROKER CANDIDATES LICENSED IN ANOTHER STATE

Applicants who have taken a broker examination in another state and are currently licensed in that state are required to take only the state section of the examination. Candidates must apply to the Minnesota Department of Commerce, Licensing Division to obtain a waiver. Call the Minnesota Department of Commerce or visit the web site more information.

SALESPERSON CANDIDATES LICENSED IN ANOTHER STATE

Applicants who have taken a salesperson examination in another state and are currently licensed in that state are required to take only the MN state section of the examination.

PRELICENSING EDUCATION REQUIREMENTS

Salesperson applicants must have satisfied the following education requirements before they take the examination:

- Complete ninety (90) hours of prelicense real estate education, including three 30-hour approved courses (Course I, II, III) and complete Course I before taking the examination (*Wisconsin residents see page 2). Lists of approved schools can be obtained from the Minnesota Department of Commerce website at mn.gov/commerce or by calling the Department of Commerce at (651) 539-1599;
- Complete Course 1 and pass both portions of the real estate salesperson's examination. Courses II and III may be completed either before or after the examination, but must be completed prior to applying for your license.
- Apply for licensure within one year of passing the examination (neither portion of the examination can be more than one year old at the time of application);
- By affiliation, work with a licensed Minnesota real estate broker; and
- Pay the appropriate licensing fee.

Broker applicants must have satisfied the salesperson education and examination requirements. Plus, they must complete the following requirements before they take the broker examination:

- Have a minimum of three (3) years of actual licensed experience as a licensed real estate salesperson within the last five (5) years in Minnesota or in another state that has comparable requirements (must have already been granted a waiver if experience is not obtained in Minnesota);
- Complete the thirty (30) hour broker course (*Wisconsin residents see page 2) and pass both portions of the real estate broker's examination in one year prior to the application, (neither portion of the examination can be more than one year old at the time of application);
- Apply for licensure; and
- Pay the appropriate licensing fee.

Abstractor applicants need only pass the examination and pay the appropriate fee. There are no prelicensing education requirements.



STUDY MATERIALS

In addition to reviewing the content outlines listed in this bulletin, applicants preparing for the test questions in the salesperson and broker examinations may wish to review the latest Minnesota statutes. These can be found on the web site for the state of Minnesota at www.leg.state.mn.us. This site is the source for the text of the statutes cited in the content outline for the state section, including Minn. Statutes Chapter 82, for Real Estate Brokers and Salespersons and Minn. Statutes Chapter 386 and Rules Chapter 2830, for Abstractors.

***Wisconsin Residents:** if you are an applicant who resides in, and holds an active salesperson or broker license in, the reciprocal state of Wisconsin, you must complete the 13-hour approved Wisconsin-to-Minnesota salesperson or broker prelicense course and pass the Minnesota State Laws portion of the written salesperson or broker examination.

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

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

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

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.

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.

The combined salesperson and broker examination is divided into two (2) portions: general and state. Candidates who pass one (1) portion of the examination and fail the other need to retake only the section they failed. Candidates do not need to retake the entire combined exam.

FEES

Examination	Registration Fee
Real Estate Salesperson - General Only	\$40.00
Real Estate Salesperson - State Only	\$40.00
Real Estate Salesperson - State & General Combo (taken at same time)	\$65.00
Real Estate Broker - General Only	\$40.00
Real Estate Broker - State Only	\$40.00
Real Estate Broker - State & General Combo (taken at same time)	\$65.00
Abstractor	\$40.00

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 examination scheduling process, PSI recommends that you register for your examinations using the Internet. You register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. You will be asked to put in your email address and the spelling of your name exactly as it is shown on your identification that will be presented at the examination site.
- You will be asked to select the examination. You will then enter your personal and contact information. You will then be ready to pay and schedule for the examination. Enter your zip code and a list of the examination sites closest to you will appear. Once you select the desired examination site, available dates will appear.

TELEPHONE REGISTRATION

For telephone registration, you will need a valid credit card (VISA, MasterCard, American Express or Discover).

PSI registrars are available at (800) 733-9267 Monday through Friday between 6:30 am and 9:00 pm, and Saturday-Sunday between 8:00 am and 4:30 pm, Central Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

FAX REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow 4 business days to process your Registration. After 4 business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL REGISTRATION

Complete the PSI registration form (found at the end of this bulletin), and appropriate examination fee to PSI. Payment of fees may be made by credit card (VISA, MasterCard, American Express or Discover), company check, money order or cashier's check. Make check or money order payable to PSI and note your name on it to ensure that your fees are properly assigned. **CASH and PERSONAL CHECKS ARE NOT ACCEPTED.**

Please allow 2 weeks to process your registration. After 2 weeks, you may go online or call PSI to schedule the examination.

RETAKING A FAILED EXAMINATION

To retake the examination, you only need to sit for the portion(s) you failed. For example, if you failed the State portion only, you need to retake just that portion.

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. You may also call PSI at (800) 733-9267.

EXAMINATION SITE LOCATIONS

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 or use the PSI website.

Note: A voice mail message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI to speak directly 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.

EXAM ACCOMMODATIONS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations 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.

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.

The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

EDINA

6550 YORK AVE, SUITE 515

EDINA, MN 55435

From MN HWY 100, take MN 62 East. Exit on Xerxes Avenue. Turn right (South) on Xerxes. Just before the next traffic light, turn right into an office building complex. Just before turning right into the complex, you will see a small insurance building on your right. Don't turn there, turn right at the driveway after that building. 6550 building is a tall office building at the top of the parking lot.

DULUTH

416 WEST SUPERIOR STREET

DULUTH, MN 55802

Going South on Mesaba, turn left on First St. Turn right at N 6th Ave. Turn left on Superior St. PSI is located on the right hand side on the second block. It is half a block down from the Duluth Public Library.

LAKE ELMO

3275 MANNING AVE N

LAKE ELMO AIRPORT

LAKE ELMO, MN 55042

From I-94, head north on Manning Ave N/CR-15 - at exit 253. Head north for 3.6 miles. Turn east onto the airport. go to gate A.

MANKATO

3030 AIRPORT RD.

MANKATO REGIONAL AIRPORT

MANKATO, MN 56001

From Mankato, head north on MN-22 for 2 miles. Turn right at 227th St/County Hwy 12. Follow Hwy-12 for 2.7 miles, then turn right at Airport Road.

MOORHEAD

819 30TH AVE SOUTH, SUITE 108

MOORHEAD, MN, 56560

From I-494 W, merge onto I-94 W/US-52 N toward St. Cloud (keep left). Take the US-75 exit toward Moorhead. Turn left onto S 8th St. Turn left onto S 30th Ave.

ROCHESTER

3155 SUPERIOR DRIVE NW

ROCHESTER, MN 55901

From Highway 14, go North on Highway 52, exit at 55th Street NW to go west. 55th Street NW/County Road 22/West Circle Drive will veer slightly left turning into 41st Avenue NW/County Road 22/West Circle Drive. When you have gone 2.2 miles from 52 you will come to a traffic light at Valleyhigh Road NW. Turn right, then take the first, almost immediate left onto Superior Drive NW. Take the first right into the parking lot. Then take the second right so you are behind the units that are facing Superior Drive. PSI will be the second-to-last unit on your left.

ST. CLOUD

400 1st Street South, Suite 600

St. Cloud, MN 56301

From US-10E, Take the MN-23 W exit toward St. Cloud. Turn right onto MN-23W/3rd St SE. Continue straight onto 2nd St S/3rd St SE. In about ½ mile, turn right onto 4th Ave S. The test center is located inside the Wells Fargo Center in suite 600.



THIEF RIVER FALLS
13722 AIRPORT DR
THIEF RIVER FALLS REGIONAL AIRPORT
THIEF RIVER FALLS, MN 56701

The test center is located at the Thief River Falls Regional Airport. Take a right turn into the airport and proceed to the first identified building (Northland Community and Technical College). Enter the building and proceed to the office area. Note: If using a GPS, enter the Thief River Falls Regional Airport address at 13722 Airport Drive.

WOODBURY
6053 HUDSON RD, SUITE 210
WOODBURY, MN 55125

From I-94 go South on Century to the first left (which is the frontage road entrance to the Country Inn). Enter the office complex through the entrance next to The Green Mill restaurant. 6053 is the building directly ahead. The entrance on that (West) side is actually on the 2nd floor. Suite 210 is down the corridor to the right. Please use the West entrance on Saturdays.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by submitting the Out-of-State Testing Request form at the end of this bulletin.

REPORTING TO THE EXAMINATION SITE

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.*

For security and identification purposes, all candidates will have their fingerprint taken during the examination check-in. The taking of the fingerprint is an additional measure to enhance examination security.

REQUIRED IDENTIFICATION

➤ 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 registration form and (if applicable) your Examination Eligibility Certificate.

An expired driver's license will be accepted if accompanied by a VALID Minnesota Department of Public Safety temporary permit. Likewise, the temporary permits must be accompanied by the expired DPS driver's license.

➤ You must also provide proof of education for every attempt taken of the examination. Salesperson and Broker candidates must bring, all that apply of the following, to the test site on the day of the test:

- Course 1 Certificate (30 hours)
 - 13-hour Wisconsin to Minnesota salesperson or broker prelicense course
- The above course certificates never expire*
- Expired license or Current Letter of Certification/License History (MN licensees)
 - Current Letter of Certification/License History (out of state licensees)

Candidates who do not present the required items will be denied admission to the examination, considered absent, and will forfeit the examination fee.

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 at that time.***

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- 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.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
 - Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - Bulky or loose clothing or coats that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
 - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to



surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.

- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

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 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 answering questions, and reviewing your answers.

The "Function Bar" at the top of the test question provides mouse-click access to the features available while taking the examination.



The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar showing: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main content area displays question 3: "What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)" and lists four radio button options: 1. Presidents, 2. Colonies, 3. States, and 4. Wars. At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

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.

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 Minnesota Department of Commerce, 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. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

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

In order to pass the examinations, you must receive a score of at least 75% correct.

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 may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling 800-733-9267.



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.

Now you can take the practice exam online at www.psiexams.com to prepare for your Minnesota 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.

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 Minnesota Department of Commerce. Use the latest edition available.

NATIONAL PORTION OF THE EXAMINATION

- *Real Estate Fundamentals*, 9th Edition, Gaddy and Hart, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- *Modern Real Estate Practice*, 18th Edition, Galaty, Allaway, and Kyle, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- *Real Estate Law*, 8th Edition, Elliot Clayman, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com

- *The Language of Real Estate*, 7th Edition, 2013, John Reilly, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- *Real Estate Principles & Practices*, 8th Edition, Arlyne Geschwender, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, www.oncoursepublishing.com ISBN 0324784554
- *Real Estate Principles*, 12th Edition, Charles Jacobus, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, www.oncoursepublishing.com ISBN 1285420985

DESCRIPTION OF EXAMINATIONS

EXAMINATION SUMMARY TABLE

Examination	Portion	# of Items	Time Allowed
Salesperson	General	80	2.5 Hours
	State	40	1.5 Hours
	Combo (both portions)	120	4 Hours
Broker	General	80	2.5 Hours
	State	50	1.5 Hours
	Combo (both portions)	130	4 Hours
Abstracter		50	4 Hours

EXPERIMENTAL QUESTIONS

In addition to the number of examination items specified, a small number of five to ten “experimental” 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.



SALESPERSON/BROKER GENERAL PORTION

Property ownership (Salesperson 7 items/Broker 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
 - e. Physical descriptions of property and improvements
 - f. Mineral, air and water rights
3. Encumbrances and effects on property ownership
 - 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 ownership properties
 - e. Bundle of rights

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. 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. Homeowners association (HOA) regulations

Valuation and market analysis (Salesperson 8 items/Broker 6 items)

1. Value
 - a. Market value and market price
 - b. Value
 - i. Types and characteristics of value
 - ii. Principles of value
 - iii. Market cycles and other factors affecting property value
 - iv.

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 (e.g., replacement versus reproduction cost, reconciliation, depreciation, kinds of obsolescence)
3. Competitive/Comparative Market Analysis (CMA)
 - a. Selecting and adjusting comparables
 - b. Contrast CMA and appraisal
 - i. Price per square foot
 - ii. Gross rent and gross income multipliers
 - iii. Capitalization rate
4. Appraisal practice; situations requiring appraisal by a certified appraiser

Financing (Salesperson 6 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 and sources of loan money
 - a. Term or straight loans
 - b. Amortized and partially amortized (balloon) loans
 - c. Adjustable rate mortgage (ARMS) loans
 - d. Conventional versus Insured
 - e. Reverse mortgages; equity loans; subprime and other nonconforming loans
 - f. Seller/owner financing
 - g. Primary market
 - h. Secondary market
 - i. Down payment assistance programs
3. Government programs
 - a. FHA
 - b. VA
 - c. Other federal programs
4. Mortgages/deeds of trust
 - a. Mortgage clauses (assumption, due-on-sale, alienation, acceleration, prepayment, release)
 - b. Lien theory versus title theory
 - c. Mortgage/deeds of trust and note as separate documents
5. Financing/Credit Laws
 - a. Lending and Disclosures
 - i. Truth in Lending
 - ii. RESPA
 - iii. Integrated Disclosure Rule (TRID)*
 - iv. Equal Credit Opportunity

**The new TRID rule regarding the integrated loan estimate and closing disclosure forms took effect on October 3, 2015*

- b. Fraud and lending practices
 - i. Mortgage fraud
 - ii. Predatory lending practices (risks to clients)
 - iii. Usury lending laws
 - iv. Appropriate cautions to clients seeking financing



General principles of agency (Salesperson 10 Items, Broker 11 Items)

1. Nature of agency relationships
 - a. Types of agents/agencies (special, general, designated, subagent, etc.)
 - b. Nonagents (transactional/facilitational)
 - c. Fiduciary responsibilities
2. Creation and disclosure of agency and agency agreements (general, not state specific)
 - a. Agency and agency agreements
 - b. Disclosure when acting as principal or other conflict of interest
3. Responsibilities of agent/principal
 - a. Duties to client/principal (buyer, seller, tenant or landlord)
 - b. Traditional common law agency duties; effect on 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

Property condition and disclosures (Salesperson 8 Items, Broker 9 Items)

1. Property condition disclosure
 - a. Property owner's role regarding property condition
 - b. Licensee's role regarding property condition
2. Warranties
 - a. Purpose of home or construction warranty programs
 - b. Scope of home or construction warranty programs
3. Need for inspection and obtaining/verifying information
 - a. Explanation of property inspection process and appropriate use
 - 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 within natural hazard or specially regulated area, potentially uninsurable property
 - g. Known alterations or additions
5. Material facts related to public controls, statutes of public utilities

- a. 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
- e. Stigmatized/psychologically impacted property, Megan's Law issues

Contracts (Salesperson 11 Items, Broker 12 Items)

1. General knowledge of contract law
 - a. Requirements for validity
 - b. When contract is considered performed/discharged
 - c. Assignment and novation
 - d. Breach of contract and remedies for breach
 - e. Contract clauses
2. Listing agreements
 - a. General requirements for valid listing
 - b. Exclusive listings
 - c. Non-exclusive listings
3. Buyer/tenant representation agreements, including key elements and provisions of buyer and/or tenant agreements
4. Offers/purchase agreements
 - a. General requirements
 - b. When offer becomes binding (notification)
 - c. Contingencies
 - d. Time is of the essence
5. Counteroffers/multiple counteroffers
 - a. Counteroffer cancels original offer
 - b. Priority of multiple counteroffers
6. Leases
 - a. Types of leases, e.g. percentage, gross, net, ground
 - b. Lease with obligation to purchase or lease with an option to purchase
7. Other real estate contacts
 - a. Options
 - b. Right of first refusal

Transfer of title (Salesperson 5 Items, Broker 5 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. 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
 - c. Importance of recording



3. Escrow or closing; tax aspects of transferring title to real property
 - a. Responsibilities of escrow agent
 - b. Prorated items
 - c. Settlement statements
 - d. Estimating closing costs
 - e. Property and income taxes
4. Special processes
 - a. Foreclosure/short sale
 - b. Real estate owned (REO)

Practice of real estate (Salesperson 12 Items, Broker 12 Items)

1. Trust/Escrow Accounts (general, not state specific)
 - a. Purpose and definition of trust accounts, including monies held in trust accounts.
 - b. Responsibility for earnest money and other trust monies, including commingling/conversion
2. Federal Fair Housing Laws
 - a. Protected classes
 - i. Covered transactions
 - ii. Specific laws and their effects
 - b. Compliance
 - i. Types of violations and enforcement
 - ii. Exceptions
3. Advertising and technology
 - a. Incorrect "factual" statements versus "puffing"
 - i. Truth in advertising
 - ii. Fair housing issues in advertising
 - b. Fraud, technology issues
 - i. Uninformed misrepresentation versus deliberate misrepresentation (fraud)
 - ii. Technology issues in advertising and marketing
4. Agent supervision and broker-associate relationship
 - a. Liability/responsibility for acts of associated licensees (employees or independent contractors) and unlicensed employees
 - b. Responsibility to train and supervise associated licensees (employees or independent contracts) and unlicensed 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. Antitrust laws
 - a. Antitrust laws and purpose
 - b. Antitrust violations in real estate

Real estate calculations (Salesperson 6 items/Broker 4 items)

1. Basic math concepts
 - a. Area
 - b. Loan-to-value calculations
 - c. Discount points
 - d. Equity
 - e. Down payment/amount to be financed
2. Calculations for transactions, including mortgage calculations
3. Property tax calculations
4. Prorations (utilities, rent property taxes, insurance, etc)
 - a. Commission and commission splits
 - b. Seller's proceeds of sale
 - c. Transfer tax/conveyance tax/revenue stamps
 - d. Amortization tables
 - e. Interest rates
 - f. Interest amounts
 - g. Monthly installment payments
 - h. Buyer qualification ratios
5. Calculations for valuation
 - a. Competitive/comparative market analyses (CMA)
 - b. Net operation income
 - c. Depreciation
 - d. Capitalization rate
 - e. Gross rent and gross income multipliers (GRM, GIM)

Specialty Areas (Salesperson 2 Items, Broker 3 Items)

1. Subdivisions, including development-wide CC&Rs
2. Commercial, industrial and income property
 - a. Trade fixtures
 - b. Accessibility
 - c. Tax depreciation
 - d. 1031 exchanges
 - e. Trust fund accounts for income property

MINNESOTA STATE CONTENT OUTLINE

Laws and Rules

Real Estate Brokerage License Law (Salesperson 20, Broker 25)

1. Definitions Ch. 82.55
2. Licensing Ch. 82.57- 82.63
3. Trust accounts Ch. 82.75
4. Standards of Conduct Ch. 82.72 - 82.73
5. Commissioner's authority Ch. 45.011- 45.43
6. Real Estate Education, Research, and Recovery Fund Ch. 82.86
7. Agency Disclosure Requirements Ch. 82.67
8. Other Disclosure Requirements Ch. 82.68
9. Compensation Ch. 82.70



Interests in Real Property (Salesperson 8, Broker 10)

1. Ownership
 - a. Conveyance by Spouses Ch. 507.02, 500.19
 - b. Subdivided Lands Ch. 83.20 - 83.45
 - c. Common interest ownership
Condominiums Ch 515
Uniform Condominium Act Ch 515A
Minnesota Common Interest Ownership Act 515B
 - d. Real estate taxes and special assessments Ch. 279
2. Landlords and tenants Ch. 504B

Conveyance Procedures and Protection of Parties (Salesperson 8, Broker 9)

1. Recording and fees
Registration, Torrens Ch 508
Mortgage Registry Tax; Deed Tax Ch 287
2. Statutory Home Warranties Ch. 327A.02 Statutory Warranties
3. Minnesota Human Rights Act Ch. 363A Department of Human Rights
4. Minnesota Statute of Frauds
Enforcement of Property Agreements and Other Contracts Ch 513
Frauds Ch. 336.2A-201
5. Environmental Issues
 - a. Septic systems
Individual Sewage Treatment Systems Sec. 115.55
 - b. Wells
Real property sale; disclosure of location of wells Sec. 103I.235
 - c. Leaking underground storage tanks
Pollution Control Agency Sec.116.46-48
Petroleum Tank Release Sec.115C.01-09

Financial Instruments: Obligations, Rights, Remedies (Salesperson 4, Broker 6)

1. Mortgages/contracts for deed
 - a. Foreclosures/cancellation and redemption rights
Mortgages; Foreclosure by Advertisement Ch. 580
Mortgages; Foreclosure by Action Ch. 581
Mortgages; Foreclosure, General Provisions Ch. 582
 - b. Contract for deed Sec. 559
 - c. Homestead exemptions Ch. 510
2. Liens:
Liens; Labor, Material Ch. 514

ABSTRACTER

Legal description and elements of real property (10 items)

1. Definitions and components of real property
 - a. Methods of legal description
 - b. Estates in real property
 - c. Forms of ownership
2. Transfer / alienation of real property
 - a. Deeds
 - i. Types
 - ii. Characteristics / elements
 - iii. Warranties
3. Land use controls
 - a. Public
 - b. Private/convenants, conditions, and restrictions (CC&Rs)
4. Condominium Law

Documents (15 items)

1. Conveyance
 - a. Recording
 - b. Torrens
2. Encumbrances
 - a. Types and priorities of liens
 - b. Easements
 - c. Encroachments

Research and Compilation of Abstract (20 items)

1. Indexes
2. Search requirements and techniques
3. Documents and Entries
4. Legal description in abstract
5. Searches (including judgments in favor of the U.S.)
6. Certification

Licensing and Professional Conduct (5 items)

1. Licensing requirements
2. Prohibited conduct

SCHOOL CODE	NAME OF SCHOOL
21024490	BRIGHTWOOD COLLEGE
25	CENTRAL LAKES COLLEGE
9090	CONTINUING ED EXPRESS LLC
244	KAPLAN PROFESSIONAL SCHOOLS formerly PROSOURCE
21016708	MN REALTY SCHOOL
266	ST CLOUD STATE UNIVERSITY





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

Requirements for exam accommodation requests:

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- 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: _____

SS#: _____

Legal Name: _____

Last Name	First Name
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Address: _____

Street	Civ. State. Zip Code
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Telephone: (_____) _____ - _____ (_____) _____ - _____

Home	Work
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Email Address: _____

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- | | |
|--|--|
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(Additional time requested: _____) |
| <input type="checkbox"/> Large-print written examination | <input type="checkbox"/> Other _____ |
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