



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

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

OREGON REAL ESTATE AGENCY



REAL ESTATE BROKER, PRINCIPAL BROKER AND PROPERTY MANAGER 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 Oregon.

Oregon Real Estate License Law states that a person may not act as a real estate broker, principal broker, or property manager without first obtaining a license issued by the Oregon Real Estate Agency. 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.

Oregon law also requires a real estate licensee whose license has not been active for two consecutive years must pass a reactivation exam to be eligible for reactivation.

The Oregon Real Estate Agency has contracted with PSI Services LLC (PSI) to conduct examination testing. PSI provides examinations through a network of computer examination centers. 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 Oregon real estate examinations offered by PSI:

- Broker
- Principal Broker
- Property Manager
- Broker Reactivation
- Property Manager Reactivation

All questions and requests for information about licensure should be directed to the Oregon Real Estate Agency

Oregon Real Estate Agency
530 Center Street NE, Suite 100
Salem, OR 97301
(503) 378-4170
Email: orea.info@state.or.us
www.rea.state.or.us

LICENSING REQUIREMENTS

Broker License Requirements

To qualify for a broker license, you must:

- Be 18 years old.
- Have a high school diploma, GED or international equivalent.

If you qualify, you must complete the following requirements in order:

- Submit a Broker License Application with the required fee by using eLicense, the Agency's online license management system. See www.rea.state.or.us for more information.
- Complete the 150 hours of required pre-license education.

- Take and pass both the state and national sections of the broker license examination.
- Submit fingerprints for criminal background check

Principal Broker License Requirements

If you are currently licensed as a broker in Oregon:
To qualify for a principal real estate broker license, you must:

- Be 18 years old.
- Have a high school diploma, GED or international equivalent.
- Have three years of active real estate license experience.

If you qualify, you must complete the following requirements in order:

- Submit a Principal Broker License Application with the required fee by using eLicense, the Agency's online license management system. See www.rea.state.or.us for more information.
- Complete the 40-hour Brokerage Administration and Sales Supervision.
- Take and pass the principal broker license examination.

If you are not currently licensed in Oregon:
To qualify for a principal real estate broker license, you must:

- Be 18 years old.
- Have a high school diploma, GED or international equivalent.
- Have three years of active real estate license experience.

If you qualify, you must complete the following requirements in order:

- Submit a Principal Broker License Application with the required fee by using eLicense, the Agency's online license management system. See www.rea.state.or.us for more information.
- Complete the 150 hours of required broker pre-license education.
- Complete the 40-hour Brokerage Administration and Sales Supervision course.
- Take and pass the principal broker license examination.
- Submit fingerprints for criminal background check.
- Submit certified license history showing three years of active real estate license experience in another state.

Property Manager License Requirements

To qualify for a property manager license, you must:

- Be 18 years old.
- Have a high school diploma, GED or international equivalent.



If you qualify, you must complete the following requirements in order:

- Submit a Property Manager Application with the required fee by using eLicense, the Agency's online license management system. See www.rea.state.or.us for more information.
- Complete the 60 hours of required property manager pre-license education.
- Take and pass the property manager license examination.
- Submit fingerprints for criminal background check.

APPLYING FOR A LICENSE

You must submit the appropriate license application and required fee to the Agency before your pre-license education is complete. License applications are available on the Agency's website at www.rea.state.or.us.

REQUIRED PRE-LICENSE EDUCATION

You must complete the education required for the license you want. The education must be completed from an Agency-approved school or provider. Visit the Agency's website at www.rea.state.or.us for more information.

Upon successful completion of the course requirements your education provider will send your candidate information to PSI so that you are eligible for the required exam.

LICENSE REACTIVATION

A real estate licensee whose license has not been active for two consecutive years must pass a reactivation exam to be eligible for reactivation.

Licensees register for and schedule the reactivation exam directly with PSI. *Educator-approval or Agency-approval is not required to register or schedule a reactivation exam.*

You may take the reactivation exam before you complete the continuing education requirement or choose a principal broker. A passing score on the exam is valid for one year. You may complete the continuing education requirement during that year. **Please view the Real Estate Licensee Resources section on the Agency's website at www.rea.state.or.us for a detailed explanation of continuing education requirements.**

FINGERPRINTING

ALL candidates applying for licensure must provide a set of fingerprints for the purpose of conducting a state and national fingerprint-based criminal history record.

You will be electronically fingerprinted at one of PSI Oregon sites, during regular testing hours, on the day of your examination. The prints will be forwarded electronically to the appropriate review agencies. You will pay the fingerprinting fee at the test site on the day of testing. The \$55.00 fee, may be made payable by money order, cashier's check, company check, VISA or MasterCard. This payment includes the Oregon State Police processing fee of \$40.00, and

the PSI processing fee of \$15.00. Please note: Fingerprint processing may take up to 4 weeks.

Prints expire one year from the date you are printed.

Candidates do not need to be fingerprinted:

- If you have an existing active or inactive Oregon real estate license.
- If you are upgrading to a Principal Broker.
- If you are taking a Reactivation exam.

EXAMINATION 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

PRE-LICENSE APPLICANTS

UPON SUCCESSFUL COMPLETION OF THE PRE-LICENSE COURSE REQUIREMENTS YOUR EDUCATION PROVIDER WILL PROVIDE YOUR ELIGIBILITY ELECTRONICALLY TO PSI.

After your provider has submitted your file to PSI, you will be eligible to schedule and pay for the examination. Note: If PSI does not have your record, please contact your education provider. The examination fee is valid for one examination attempt. If you fail, you may retake the examination after rescheduling and paying another fee to PSI.

Broker Applicants. If you pass only one section of the Broker or Principal Broker License examination, you are required to retake only the failed section. The score for the section passed is valid for 12 months; if the other part of the examination is not passed by then, both sections of the exam must be retaken.

REACTIVATION EXAMINATION

Licensees register for and schedule the reactivation exam directly with PSI. *Educator-approval or Agency-approval is not required to register or schedule a reactivation exam.*

EXAMINATION FEE

Examination Fee

\$75

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. EXAMINATION FEE IS VALID FOR ONE YEAR.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their examinations using the Internet. In order to register over the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover). Candidates register online by accessing PSI's registration website at



www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below.

1. Log onto PSI's website and create an account. Please enter your email address and first and last name. This information must match exactly with the information the agency has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
2. You will be asked to select the examination and enter your ID#. Your record will be found and you will now be ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear. If you have problems contact PSI at (800) 733-9267 for help.

TELEPHONE REGISTRATION

The second fastest method of scheduling is via the telephone through live registrars during business hours. For telephone registration, you will need a valid credit card (Visa, MasterCard, American Express or Discover).

1. Complete the Examination Registration Form (found at the end of this Candidate Information Bulletin), including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.
2. Call (800) 733-9267, PSI registrars are available Monday through Friday between 4:30 am and 7:00 pm, and Saturday-Sunday between 8:00 am and 2:30 pm, Pacific Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

FAX REGISTRATION

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

1. Complete the Examination Registration Form, including your credit card number and expiration date. Note: if your information is incomplete or incorrect, it will be returned to you for correction.
2. 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 call PSI to schedule the examination, (800) 733-9267.

STANDARD MAIL REGISTRATION

1. Complete the PSI registration Form. **BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORMS. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.**
2. Payment of fees may credit card (Visa, MasterCard, American Express or Discover), money order, cashier's check or company check. Make check or money order

made payable to PSI and print your name on it to ensure that your fees are properly assigned. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.**

3. Mail your completed registration form and payment to:

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

Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI to schedule the examination after 6:30 a.m., Central Time, (800) 733-9267.

RETAKE A FAILED EXAMINATION

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (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 access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267.

Note: A voice mail message is NOT an acceptable form of cancellation. Please use the PSI Website 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.

REASONABLE ACCOMMODATION

All PSI 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must complete the Reasonable Accommodation Request Form at the end of this Candidate Information Bulletin and must fax it 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.

EXAMINATION SITE LOCATIONS

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.

Baker City

2101 Main Street, #203
Baker City, OR 97814

From I-84 take Exit 304 onto Campbell Street. On Campbell Street go 1 mile to Main Street, turn left. Test site is a 1/4 of a mile on right side, in a brick building before Broadway in the Basch Sage Mini Mall. Enter from Broadway and go upstairs. Take a left to the end of hall to Room 203.

<https://www.google.com/maps/place/2101+Main+St/@44.778535,-117.830122,17z/data=!3m1!4b1!4m2!3m1!1s0x54a4e931692408a3:0x66b771ffc068de4e>

Bend

325 NW Vermont Pl, #106
Bend, OR 97701

From US-97 going North, take the Revere Ave exit and take a left at the traffic signal. Go one block West to Wall Street and turn left at the traffic light. Continue South on Wall Street for approximately 1/2 mile and turn right onto NW Vermont Pl. The PSI Test Center is the first building on the left.

From US-97 going South, take the Revere Ave exit and go straight at the traffic light. Continue heading South on Wall Street for approximately 1/2 mile and turn right onto NW Vermont Pl. The PSI Test Center is the first building on the left.

<https://www.google.com/maps/place/325+NW+Vermont+St/@44.061857,-121.312004,17z/data=!3m1!4b1!4m2!3m1!1s0x54b8c89c3b2e7b1f:0x5db5221a6b22fae1>

Eugene

1955 Empire Park Drive, Suite A
Eugene, OR 97402

From I-5 take Beltline Hwy West to exit #5 Barger Drive. Turn Left at the end of exit ramp. Go .7 miles and turn right onto Empire Park Drive. (JUST before Hwy 99) The first building on the corner is Subway. Second building is PSI exams Suite A. Edward Jones Investments is the other tenant of the building in Suite B.

From Hwy 126 which is also West 11th take Beltline Hwy to exit #5 Barger Drive. Turn right at the end of exit ramp. Go .7 miles and turn Right onto Empire Park Drive. (JUST before HWY 99) The first building on the corner is Subway. Second building is PSI exams Suite A. Edward Jones Investments is the other tenant of the building in Suite B.

Please do not park at or near Subway, but instead park on the left hand side of the building.

<https://www.google.com/maps/place/1955+Empire+Park+Dr/@44.0838416,-123.1547259,17z/data=!3m1!4b1!4m2!3m1!1s0x54c11da62cf29619:0x79396c92a18fd5a0>

Independence

4901 Airport Rd

Independence State Airport
Independence, OR 97351

Take I-5 to exit 260A for OR-99E BUS S/Salem Expy and follow, then taking a slight left onto Commercial St NE. Turn right on Marion St NE continuing onto OR-22W/Marion St. Bridge. Follow OR-22W for 5 miles, then turn left onto OR-51S/Independence Hwy. Turn right onto Polk St and continue onto Hoffman Rd. Turn right onto Airport Rd. <https://www.google.com/maps/@44.862864,-123.195837,3a,75y,312.62h,62.76t/data=!3m6!1e1!3m4!1skP9YaKgOMx45X8PXQ81D6Q12e0!7i13312!8i6656>

Medford

1236 A North Riverside Ave
Medford, OR 97501

From I-5 going North, take the Barnett Street off ramp and turn left. Turn right on Riverside Ave, and go approximately 3 miles. The site will be on the right hand side.

From I-5 going South, take the North exit (#30) and turn right and follow signs to "City Center". Pass McAndrews, and turn left on Manzinita. This dead ends at Riverside. Turn left on Riverside, go one block and site will be on the right hand side. https://www.google.com/maps/@42.339157,-122.876507,3a,75y,80.13h,87.94t/data=!3m6!1e1!3m4!1sKDZGwS_1hB3yNsGn0zK7zA!2e0!7i13312!8i6656

Portland

205 Business Center, Suite 258
8383 NE Sandy Blvd
Portland, OR 97220

Coming North on I-205: Take the Killingsworth exit. Stay to the left and travel through the first light. PSI is on the right-hand side in the business building across from the Grotto. If you get to NE 82nd Ave., you have gone too far. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

Coming South on I-205: Take the Sandy Blvd exit. Stay in the right-hand lane and turn right at signal. Come up to the next signal (Sandy Blvd) and turn right again. PSI is on the right-hand side in the business building across from the Grotto. If you get to NE 82nd Ave., you have gone too far. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

Coming East on Sandy Blvd: Just past NE 82nd Ave. across from the Grotto is the business building that PSI is in. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

Coming West on Sandy Blvd: Just past Prescott St. and across from the Grotto is the business building that PSI is in. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

Coming South on 82nd Ave: Turn right on Sandy Blvd. PSI is in the business building across from the Grotto. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

Coming North on 82nd Ave: Turn left on Sandy Blvd. PSI is in the business building across from the Grotto. We are on the 2nd floor which seems to be the 1st floor when entering the building from Sandy Blvd and are the first door on the right. There is signage on the door to our office.

<https://www.google.com/maps/place/8383+NE+Sandy+Blvd/@45.5537931,-122.5762684,17z/data=!3m1!4b1!4m2!3m1!1s0x5495a15170217d5d:0x5dac4505cd077be7>



Wilsonville
25195 SW Parkway, Suite 105
Wilsonville, OR 97070

Going South: Off I5, take exit 286 (Ellings/Boones Ferry Rd). Turn left and cross back over the freeway. Turn left at 2nd signal light (Parkway Ave.) Turn into Parkway Plaza parking lot (across the street from Shriner's). We are located in the Main Entrance first door on the right

Going North: Off I5, take exit 286 (Ellings/Boones Ferry Rd). Turn Right. Turn Left at next signal light (Parkway Ave.) Turn into Parkway Plaza parking lot (across the street from Shriner's). We are located in the Main Entrance first door on the right

<https://www.google.com/maps/@45.338045,-122.766738,3a,75y,306.95h,90t/data=!3m6!1e1!3m4!1sDudVkfAGLhTZ1cFAoIj2jQ!2e0!7i13312!8i6656!6m1!1e1>

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 request form found in the back 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, and identification. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION

You must provide one form of identification. The identification must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your signature and your photograph. Also acceptable is an interim state driver's license card or an interim state ID card.

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:

- All examinations are CLOSED book.
- PSI test sites do not provide drinking water. You may bring a bottle of water to the site; however it will be left with the proctor during testing. The examination time does not stop for any breaks taken.
- 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.
- Candidates may take only approved items into the examination room.
- 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 sample question provides mouse-click access to the features available while taking the examination.



The screenshot shows a computer interface for an examination. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "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 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 Oregon Real Estate Agency, 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 clicking on the comments button. 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

A score of 75% is required to pass all real estate examinations, and is required on both the National section and the Oregon section of the Broker Licensing Examination. Passing scores are valid for one year from the date of passing. You must activate your license within that time or you will need to retake the examination to become licensed.

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.



DESCRIPTION OF EXAMINATIONS

EXAMINATION SUMMARY TABLE

Examination	Section	# of Items	Time Allowed
Broker	National	80	120 Minutes
	State	50	75 Minutes
Principal Broker	National	80	120 Minutes
	State	50	75 Minutes
Property Manager		130	195 Minutes
Reactivation (Broker or Property Manager)		48	120 minutes

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.

EXAMINATION CONTENT OUTLINES

Broker License Examination

The real estate broker license examination is divided into two sections: the National section and the State section. Both sections must be passed to meet the examination requirement for a broker license. In the event that an applicant passes one section and fails the other, the passing score is good for 12 months. See “Score Reporting” above for more information.

National Section. The national section consists of 80 multiple choice questions. It covers topics such as law, finance, property management, taxation, mathematics, etc., which are common to all states. The major content areas and the number of questions included in each content area of the national section of the broker license examination are described below.

Property ownership (7 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 (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 (8 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
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 (6 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 (ARM) 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
 - 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

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

General principles of agency (10 items)

1. Nature of agency relationships
 - a. Types of agents and 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 of dual agency on agent's duties
4. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money
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 (8 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 such as 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 specifically 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 (11 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 contracts
 - a. Options
 - b. Right of first refusal

Transfer of title (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

- d. 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)

- 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 operating income
 - c. Depreciation
 - d. Capitalization rate
 - e. Gross rent and gross income multipliers (GRM, GIM)

Practice of real estate (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 contractors) and unlicensed employees
- 5. Commissions and fees
 - a. Procuring cause/protection clauses
 - b. Referrals and other 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

Specialty areas (2 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

State Section. The state section consists of 50 multiple choice questions. It covers topics that relate to real estate laws, rules and practices in Oregon. The major content areas and the number of questions included in each content area of the state section of the broker license examination are described below.

License Law and Disciplinary Measures (8 items)

- 1. Licensing
 - a. Maintenance and renewal (reinstatement/reactivation)
 - b. Transfers and changes in information
 - c. Exemptions
 - d. Activities requiring license
- 2. Violations and Disciplinary Measures
 - a. Violations (ORS 696.301)
 - b. Penalties and administrative actions
 - c. Investigations and hearings

Handling of Clients’ Funds (7 items)

- 1. Client Trust Accounts
 - a. Establishing and maintaining client trust accounts
 - b. Recordkeeping
 - c. Reconciliation
- 2. Earnest Money and Promissory Notes

Agency Law and Rules (5 items)

- 1. Disclosed limited agency
- 2. Affirmative duties of agent
- 3. Types of agency
- 4. Disclosure of agency relationships

Regulation of Broker Activities (8 items)

- 1. Brokerage Activities
 - a. Advertising
 - b. Broker price opinions and competitive market analyses
 - c. Offers to purchase
 - d. Listing agreements
 - e. Licensee as principal in a transaction
- 2. Broker/Principal Broker Relationships
 - a. Compensation and prohibited compensation
 - b. Employment agreements and independent contractor relationships
 - c. Registered business names

Real estate calculations (6 items)

- 1. Basic math concepts
 - a. Area
 - b. Loan-to-value ratios
 - 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



- d. Supervision of associated licensees

Document Handling and Recordkeeping (4 items)

- 1. Time to submit to principal broker
- 2. Time for document review by principal broker
- 3. Record retention and storage
- 4. Rules for specific types of records

Property Management (8 items)

- 1. Property Management Agreements and Terminations
- 2. Records and Receipts
- 3. Residential Landlord and Tenant Act (ORS 90.100 - 90.840)
- 4. Property Manager Duties and Obligations

Oregon Real Estate Related Statutes (10 items)

- 1. Assessment and Taxation of Real Property
- 2. Subdivisions and Partitions (ORS 92.010 - 92.990)
- 3. Oregon Water Rights
- 4. Oregon Construction Lien Law (ORS 87.001 - 87.093)
- 5. Oregon Discrimination Statute (ORS 659.033)
- 6. Oregon Trust Deed Act (ORS 86.705 - 86.795)
- 7. Oregon Land Use Law
- 8. Oregon Property Disclosure Statement and Stigmatized Properties
- 9. Agricultural and Forest
- 10. Foreclosures and Short Sales
- 11. Oregon Veteran's Loan Program
- 12. Common Interest Ownership and Special Requirements
 - a. Condos, timeshares, etc.
 - b. Deed forms and recording requirement
 - c. Issues with deeds acquired in foreclosure sales
- 13. Forms of Ownership - tenancy by the entirety
- 14. Auctions
- 15. Manufactured Homes
- 16. Oregon Environmental Regulation
- 17. Rectangular Survey System

Principal Broker License Examination

The principal broker license examination is divided into two sections: the National section and the State section. Both sections must be passed to meet the examination requirement for the broker license. In the event that an applicant passes one section and fails the other, the passing score is good for 12 months. See "Score Reporting" above for more information.

National Section. The national section consists of 80 multiple choice questions. It covers topics such as law, finance, property management, taxation, mathematics, etc., which are common to all states. The major content areas and the number of questions included in each content area of the national section of the principal broker license examination are described below.

Property ownership (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 (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.)
- 4. 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
- 5. Private controls
 - a. Deed conditions or restrictions
 - b. Homeowners association (HOA) regulations

Valuation and market analysis (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
- 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 (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 (ARM) 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
 - 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
- *The new TRID rule regarding the integrated loan estimate and closing disclosure forms took effect on October 3, 2015.

General principles of agency (11 items)

- 1. Nature of agency relationships
 - a. Types of agents and 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 of dual agency on agent's duties
- 4. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money
- 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 (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 such as 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 specifically 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 (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 contracts
 - a. Options
 - b. Right of first refusal

Transfer of title (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
 - d. 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)
- 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 operating income
 - c. Depreciation
 - d. Capitalization rate
 - e. Gross rent and gross income multipliers (GRM, GIM)

Practice of real estate (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
 - a. Liability/responsibility for acts of associated licensees and employees
 - b. Responsibility to train and supervise associated licensees and employees
- 5. Commissions and fees
 - a. Procuring cause/protection clauses
 - b. Referrals and other 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 (4 items)

- 1. Basic math concepts
 - a. Area
 - b. Loan-to-value ratios
 - c. Discount points
 - d. Equity
 - e. Down payment/amount to be financed
- 2. Calculations for transactions, including mortgage calculations
- 3. Property tax calculations

Specialty areas (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

State Section. The state section consists of 50 multiple choice questions. It covers topics that relate to real estate laws, rules and practices in Oregon. The major content areas and the number of questions included in each content area of the state section of the principal broker license examination are described below.

License Law and Disciplinary Measures (5 items)

- 1. Licensing
 - a. Maintenance and renewal (including reinstatement/reactivation)
 - b. Transfers and changes in information
 - c. Exemptions
 - d. Activities requiring license
- 2. Violations and Disciplinary Measures
 - a. Violations (ORS 696.301)
 - b. Penalties and administrative actions
 - c. Investigations and Hearings

Handling of Clients' Funds (7 items)

- 1. Clients' Trust Accounts
 - a. Recordkeeping
 - b. Reconciliation
- 2. Earnest Money and Promissory Notes

Agency Law and Rules (4 items)

- 1. Disclosed limited agency
- 2. Affirmative duties of agent
- 3. Types of agency
- 4. Disclosure of agency relationships

Regulation of Broker Activities (8 items)

- 1. Brokerage Activities
 - a. Advertising
 - b. Broker price opinions and competitive market analyses
 - c. Offers to purchase
 - d. Listing agreements
 - e. Licensee as principal in a transaction
- 2. Broker/Principal Broker Relationships

- a. Compensation and prohibited compensation
- b. Employment Agreements
- c. Registered Business Names

Document Handling and Recordkeeping (4 items)

1. Time to submit to principal broker
2. Record retention and storage
3. Rules for specific types of records

Property Management (8 items)

1. Property Management Agreements and Terminations
2. Records and Receipts
3. Residential Landlord and Tenant Act (ORS 90.100 - 90.840)
4. Property Manager Duties and Obligations

Oregon Real Estate Related Statutes (14 items)

1. Assessment and Taxation of Real Property
2. Subdivisions and Partitions (ORS 92.010 - 92.990)
3. Oregon Water Rights
4. Oregon Construction Lien Law (ORS 87.001 - 87.093)
5. Oregon Discrimination Statute (ORS 659.033)
6. Oregon Trust Deed Act (ORS 86.705 - 86.795)
7. Oregon Land Use Law
8. Oregon Property Disclosure Statement and Stigmatized Properties
9. Agricultural and Forest
10. Foreclosures and Short Sales
11. Oregon Veteran's Loan Program
12. Common Interest Ownership and Special Requirements
 - a. Condos, timeshares, etc.
 - b. Deed forms and recording requirement
 - c. Issues with deeds acquired in foreclosure sales
13. Forms of Ownership - tenancy by the entirety
14. Auctions
15. Manufactured Homes
16. Oregon Environmental Regulation
17. Rectangular Survey System

Property Manager License Examination

The property manager license examination consists of 130 multiple choice questions. The major content areas and the number of questions included in each content area of the examination are described below.

Oregon License and Agency Laws (26 items)

1. Oregon Real Estate License Law and Administrative Rules
2. Law of agency and agent affirmative duties
3. Record keeping requirements
4. Requirements of personnel supervision
5. Required elements of a Property management agreement
6. Requirements for termination of property management agreements

Clients' Trust Accounts (26 items)

1. Clients' trust account requirements
2. Trust account three-way reconciliation process

Real Property Law (9 items)

1. Types of estates and forms of real estate property ownership
2. Land use controls
3. Transfer of title, including foreclosure and redemption rights (Tenant notification and rights)

4. Taxes and assessments

Tenant Relations and Fair Housing (27 items)

1. Fair housing laws (local, state and federal)
2. Provisions of the Americans with Disabilities Act
3. Tenant selection process
4. Provisions of the Oregon Landlord and Tenant Act
5. Prohibited advertising language, misrepresentation.
6. Default correspondence (tenant breach)
7. Lock-out procedures
8. Collections procedures and rules
9. Eviction process

Contracts and Leases (16 items)

1. Principles of contracts, contract terminology
2. Contract breaches and remedies
3. Standard lease clauses and provisions
4. Types of leases
5. Vendor contract negotiations
6. Bid comparisons

Risk Management and Maintenance (13 items)

1. How to identify maintenance, repair, and security needs, and evaluate completed services
2. Principles of risk management
3. Inspection procedures
4. Required hazard and property condition disclosures
5. Types and sources of insurance coverage
6. Life safety procedures (e.g., disaster planning, evacuation {and drills}, hazard detection, emergency supplies and equipment)
7. Characteristics of different kinds of residential and commercial properties (standard property type descriptions)
8. Basic building and construction terminology
9. Capital improvement and preventive maintenance planning

Economics and Accounting (13 items)

1. Property analysis
2. Market analysis
3. How to determine market rental rates
4. Accounting principles and formulas
5. Report preparation (e.g., operating, financial, cash flow)
6. Budget preparation
7. Expense and income estimation
8. Reconciliation of building pass throughs

Broker Reactivation Examination

There are 48 multiple choice questions in the real estate broker reactivation examination. Described below are the major content areas, and the number and types of questions in each.

1. General Real Estate Law - 11 questions

Questions include: Agency relationships; contracts, including listing agreements, earnest money agreements, and options; nature of real property; forms of ownership.

2. Real Estate Finance - 9 questions

Questions include: Government lending laws; financing instruments such as mortgages, trust deeds and land sales contracts; government financing programs;



conventional financing; foreclosure; exchanging; appraisal of real property.

3. **Special Fields - 3 questions**
Questions include: Local, state and federal government land rights; Federal Fair Housing law; property management.
4. **License Laws - 15 questions**
Questions include: Oregon Revised Statutes chapter 696 and Oregon Administrative Rules chapter 863.
5. **Control Laws - 10 questions**
Questions include: Assessment and taxation of real property; Oregon Veterans' Farm and Home Loan Program; Residential Landlord and Tenant Law (ORS 90); Subdivisions and Partitions (ORS 92); Condominium Act (ORS 100); Oregon water rights; construction lien law (ORS 87); Oregon discrimination statute (ORS 659); Oregon Trust Deed Act (ORS 86); deed forms.

Property Manager Reactivation Examination

There are 48 multiple choice questions in the property manager reactivation examination. Described below are the major content areas, and the number of questions in each.

1. **Real Estate License Law and Rules - (17 Items)**
Questions in this area include: License Law and Administrative Rules as they apply to property managers, in particular, recordkeeping, clients' trust accounts and reconciliation.
2. **Residential Landlord and Tenant Act - (12 Items)**
Questions in this area cover: rights and obligations of landlords and tenants; evictions; forcible entry and detainer procedures; anti-discrimination statutes, federal and state; Fair Credit Reporting Act as applied to tenant selection.
3. **Basic Real Property Law - (5 Items)**
Questions include: types of estates and forms of ownership; nature of real property versus personal property; fixtures, emblements and water rights.
4. **Real Estate Contracts - (5 Items)**
Questions cover: property management agreements; rental agreements and leases.
5. **Agency Relationships - (5 Items)**
Questions include: law of agency and how it affects the relationship between property manager and owner.
6. **Transfer of Title - (2 Items)**
Questions include: Voluntary and involuntary transfers; encumbrances, including easements and liens; ways to legally describe real property.
7. **Types of Leases (2 Items)**
Questions cover: common lease clauses and types of leases.

SAMPLE QUESTIONS

The following sample questions are similar to those used in the real estate exams. The answer key follows.

1. Personal property can be
 - (A) converted into real property.
 - (B) hypothecated.
 - (C) alienated.
 - (D) any of the above.
2. All of the following are essential elements to a lawfully enforceable contract, EXCEPT
 - (A) legality of object.
 - (B) mutual assent.
 - (C) consideration and competency.
 - (D) recordation.
3. The most common form of the gross lease is the
 - (A) ground lease.
 - (B) apartment lease.
 - (C) shopping center lease.
 - (D) industrial lease.
4. It is characteristic of mortgage brokers that they
 - I. function to bring borrowers and lenders together for a real estate loan.
 - II. seldom make and service loans on their own accord.
 - (A) I only
 - (B) II only
 - (C) Both I and II
 - (D) Neither I nor II
5. A properly executed promissory note establishes
 - (A) the amount of the debt.
 - (B) who is borrower and who is lender.
 - (C) the terms of repayment and the interest rate.
 - (D) all of the above.
6. A special permit that is issued to create a land-use normally in violation with present zoning is called
 - (A) a non-conforming use.
 - (B) an amendment.
 - (C) a variance.
 - (D) a modification.
7. All written offers are to be tendered to the seller
 - (A) promptly.
 - (B) within 48 hours.
 - (C) within three business days.
 - (D) within five calendar days.
8. An abstract of title
 - I. shows the history of ownership of the parcel.
 - II. guarantees a valid title.
 - (A) I only
 - (B) II only
 - (C) Both I and II
 - (D) Neither I nor II

ANSWER KEY: 1. D; 2. D; 3. B; 4. C; 5. D; 6. C; 7. A; 8. A



AFTER PASSING THE EXAMINATION

Broker Applicants

After completing the education, passing the examination and clearing the background check, the Agency will make you available to become associated with a principal broker. At that time, the principal broker will log into eLicense and associate your license with the principal broker's license or registered business name.

Principal Broker and Property Manager Applicants

After completing the education, passing the examination and clearing the background check, the Agency will make you available to either become associated with a principal broker or to open your own business.

If you will be working for a principal broker: your new principal broker must log in to eLicense and associate you with the business.

If you will work under your licensed name or under a registered business name:

- To work under your licensed name, log in to eLicense and select "Operate Under my Own License" and complete the process online.
- To work under a registered business name, log in to eLicense and select "Registered Business Name Application," complete the online application, and pay the application fee.



REASONABLE ACCOMMODATION 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. Candidates with disabilities or those who would otherwise have difficulty taking the examination may request reasonable accommodation.

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

Requirements for reasonable accommodation 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: _____

Social Security or ID#: _____

Legal Name: _____

Last Name	First Name
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Address: _____

Street	City, State, Zip Code
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Telephone: (_____) _____ - _____ (_____) _____ - _____

Home	Work
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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: _____

*You may email your out-of-state request to OutofStateRequest@psionline.com.

- Complete and fax this form, along with supporting documentation, to (702) 932-2666.
- After 4 business days, please call (800) 367-1565, ext 6750 and leave a voice message.
- PSI 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 ACCOMMODATIONS.

PSI Services LLC
3210 E Tropicana
Las Vegas, NV 89121