



PSI licensure: certification
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.*

CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION

SALESPERSON REAL ESTATE LICENSING CANDIDATE INFORMATION BULLETIN

RICHARD M. HURLBURT, DIRECTOR
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION

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

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

PSI licensure: certification

3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com
(800) 733-9267

FAX (702) 932-2666 ● TDD (800) 735-2929

Questions about licensure should be directed to the:

**Connecticut Department of Consumer Protection
License Services Division**

450 Columbus Boulevard, Suite 801
Hartford, Connecticut 06103

Phone: (860) 713-6000

E-Mail: DCP.OccupationalProfessional@ct.gov

Agency Web site: www.ct.gov/dcp

INTRODUCTION

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

1. Submit an application, an application fee, and the required documents to PSI licensure: certification (PSI). Once you have met the requirements, you will be issued an Examination Eligibility postcard.
Note: This application can be found at end of this Candidate Information Bulletin. Faxed applications are not accepted.
2. Pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the laws and regulations concerning the real estate profession.
3. Submit the original examination passing score report(s), and the initial license fee, as indicated on such documents, to the Licensing Services Division. Payment of the license fee **MUST** be made within two (2) years of passing the last portion of the examination; otherwise a new application, along with the appropriate fee, must be submitted to PSI in order to be eligible to retest.

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

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

EDUCATIONAL REQUIREMENTS

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

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

Alternatively, contact:

LICENSE SERVICES DIVISION

Connecticut Department of Consumer Protection

450 Columbus Boulevard, Suite 801

Hartford, CT. 06103

Phone: 860-713-6000

Fax: 860-713-7229

Agency Web site: www.ct.gov/dcp

Questions could also be directed to license.services@ct.gov.

REGISTRATION AND SCHEDULING PROCEDURES

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

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

- You may take the examination on an unlimited basis for up to one year from the date of eligibility.
- You must pass both portions of the examination within one (1) year of eligibility.
- If you do not pass both portions within one year, you must reapply with the PSI.

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

EXAMINATION FEE \$ 65

- For first time testing, the fee is \$65 for both examination portions, regardless if you take one or both examination portions.
- Examination retakes are \$65 for both examination portions and \$55 for one examination portion.

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE.

INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates 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. Please enter your email address and first and last name. This information must match exactly with the information PSI has on file. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**
- You will be asked to select the examination and enter your SS#. 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 SCHEDULING

PSI registrars are available at (800) 733-9267 Monday through Friday, between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

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



STANDARD MAIL REGISTRATION

Complete the PSI registration form and application (found at the end of this bulletin), and mail, along with the appropriate application and examination fee(s) to PSI. Faxed applications are not accepted. Payment of fees may be made by credit card (VISA, MasterCard, American Express, or Discover), company check, personal check, money order or cashier's check made payable to PSI. Print your name on the check or money order to ensure that your fees are properly assigned. **CASH IS NOT ACCEPTED.**

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

If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.

Please allow 2 weeks to process your Registration. After 2 weeks, you may call PSI at (800) 733-9267 Monday-Friday between 7:30 am and 10:00 pm, or Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time, to schedule the examination(s).

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.

SCHEDULING A RE-EXAMINATION

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

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 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.

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.

EXAMINATION SITE LOCATIONS

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

West Hartford

1245 Farmington Ave, Suite 203
West Hartford, CT 06107

From I-84 West, take exit 40 toward CT-71/New Britain Ave/Corbins Corner. Turn right onto Ridgewood Rd. Turn left onto Wood Pont Rd. Turn left onto Tunxis Rd. Turn right onto Brookmoor Rd. Turn right onto Buena Vista Rd. Turn left onto Everett Ave. Turn right onto Farmington Ave. Destination is on the right.

Milford

500 BIC Drive
Suite 101

Milford, CT 06461

From Highway I-95 exit 35. Go toward BIC Drive. Go .5 miles to 500 BIC Drive which is at Gate 1 of the former BIC complex. Go to the rear of the lot and park. Walk down the hill in front of the building and enter the front door. Signs will direct you to Suite 101 (PSI).

Auburn

48 Sword St, Unit 204
Auburn, MA 01501

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



Boston

56 Roland St., Suite 305
Washington Crossing
Charlestown, MA 02129

From the North: Take I-93 South. Exit 28 -Boston/Sullivan Sq./Charlestown. Merge into Mystic Ave. Take I-93S Ramp to Boston/Sullivan Sq./Charlestown (take ramp do not get on highway). Make slight left turn on to Maffa Way. Make slight right turn on to Cambridge Street. At first traffic light, make left on to Carter Street. Turn right on to Roland Street. End at 56 Roland. Enter through North lobby. Do NOT park in the building's parking lot.

From the South: Take I-93 North. Exit 28 - Rt 99/Sullivan Sq./Somerville. Make left on to Cambridge St. At first traffic light, make left on to Carter Street. Turn right on to Roland Street. End at 56 Roland Street (Building on left, Parking lot on right). Enter through North lobby. Do NOT park in the building's parking lot.

Fall River

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

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

Springfield

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

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

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

Cranston

Garden City Center
100 Midway Road, Suite 2113
Cranston, RI 02920

I-195 W becomes I-95 S. Merge onto RI-37 W toward Cranston. Take the Pontiac Ave exit and turn right. Turn left onto Sockanosset Cross Road. Turn right onto Midway Road.

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

REPORTING TO THE EXAMINATION SITE

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

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport, military ID), which bears your

signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Registration Form and your Registration Confirmation Notice.

If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

SECURITY PROCEDURES

The following security procedures will apply during the examination:

- 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:
 - 0 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.
 - 0 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.
 - 0 Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
 - 0 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 is a text input field and a prompt "(Choose from the following options)". There are 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 Connecticut Department of Consumer Protection, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. While taking the examination, examinees will have the opportunity to provide comments on any questions, by 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 Salesperson examinations, you must receive a score of at least 70%.

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

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

DUPLICATE SCORE REPORTS

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

LICENSE EXAMINATION PREPARATION

The following suggestions will help you prepare for your examination.

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

Now you can take the practice exam online at www.psiexams.com to prepare for your Connecticut Real Estate Examination.

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

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

DESCRIPTION OF EXAMINATIONS & EXAMINATION CONTENT OUTLINES

Effective October 1, 2018, the National Real Estate Broker and Salesperson Examinations will be updated. For more information go to www.psiexams.com and select the "Updated Content Outline" under Messages.

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

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

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

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

EXPERIMENTAL QUESTIONS

In addition to the number of questions per examination, 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.

GENERAL PORTION CONTENT OUTLINE

(REAL ESTATE PRINCIPLES AND PRACTICES)

Property ownership (Salesperson 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 (Salesperson 5 items)

1. Government rights in land
 - a. Property taxes and special assessments
 - b. Eminent domain, condemnation, escheat
 - c. Police power
2. Public controls based in police power
 - a. Zoning and master plans
 - b. Building codes
 - c. Environmental impact reports
 - d. Regulation of special land types (floodplain, coastal, etc.)



3. Regulation of environmental hazards
 - a. Abatement, mitigation and cleanup requirements
 - b. 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 for specific properties
 - b. Homeowners association (HOA) regulations
5. Financing/credit laws
 - a. Lending and disclosures
 - i. Truth in lending
 - ii. RESPA
 - iii. 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

Valuation and market analysis (Salesperson 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 (Salesperson 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

General principles of agency (Salesperson 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 (Salesperson 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

4. Special processes
 - a. Foreclosure/short sale
 - b. Real estate owned (REO)

Practice of real estate (Salesperson 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

Real estate calculations (Salesperson 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
 - e. Interest rates
 - f. Interest amounts
 - g. Monthly installment payments
 - h. Buyer qualification ratios

Contracts (Salesperson 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 (Salesperson 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. Closing statements/HUD-1
 - d. Estimating closing costs
 - e. Property and income taxes



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)
 - i. Co-ownership forms and shares
 - ii. Adverse possession/prescriptive easement time
 - iii. Land records and recording
 - iv. Real property taxes and assessments
 - v. Conveyance tax
 - vi. Residential property condition disclosure

Specialty areas (Salesperson 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 PORTION CONTENT OUTLINE

Connecticut Real Estate Commission and Licensing

Requirements (Salesperson 5 items)

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

Connecticut Laws Governing the Activities of Licensees

(Salesperson 10 items)

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

Connecticut Real Estate Agency (Salesperson 8 items)

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

Connecticut-Specific Real Estate Principles and Practices

(Salesperson 7 items)

- a. Connecticut-specific property ownership and transfer issues

EXAMINATION STUDY MATERIALS

GENERAL PORTION FOR SALESPERSON

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

- *Real Estate Fundamentals*, 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, 2013, 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
- ### STATE PORTION FOR SALESPERSON
- *Connecticut Real Estate: Practice & Law*, Katherine A. Pancak, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
 - *Real Estate Law and Regulations Concerning the Conduct of Real Estate Brokers and Salespersons*, State of Connecticut, www.ct.gov/dcp.



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

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

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

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

SAMPLE QUESTIONS

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

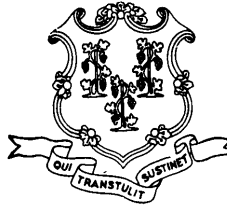
- A. A property you are listing has a garage that extends onto the property of the neighbor. What should you do?
1. Recommend that the seller obtain a permit for the garage.
 2. Encourage the seller to apply for an appurtenant easement.
 3. Inform the title examiner of the encroaching garage.
 4. Note the encroaching garage on the listing agreement.
- B. Which of the following contracts is valid?
1. An owner agrees to rent his house for \$500 for one weekend so that the renter can have a marijuana party.
 2. An owner agrees to sell his home for a down payment plus monthly installment payments over a 15-year period.
 3. An owner of a large home agrees to rent a room to a 17-year-old college freshman for \$100 per month.
 4. An owner agrees to take his house off the market based upon an oral offer from a potential buyer whose spouse must return to inspect the house.

- C. The Fair House Amendment Act of 1988 extended protection by prohibiting discrimination based on
1. Marital status.
 2. Age.
 3. Race and national origin
 4. Handicapped and familial status.
- D. If the value of a property is \$225,000 and the mortgage is paid down to \$79,000, what is the owner's equity in the property?
1. \$146,000
 2. \$156,000
 3. \$254,000
 4. None of the above.
- E. After an agent listed a property, the agent's sister expressed an interest in the property and asked the agent to present an offer on her behalf WITHOUT mentioning their relationship. The agent must
1. Honor his sister's right to privacy.
 2. Refer his sister to another agent
 3. Disclose to the seller his relationship to the potential buyer.
 4. Write an offer on behalf of a third party and then transfer title to the sister.
- F. Which type of value is most relevant in determining property taxes?
1. Depreciated value.
 2. Assessed value.
 3. Market value
 4. Mortgage value.
- G. A common method of financing a balloon payment mortgage loan is to
1. Extend the loan for a limited term.
 2. Obtain a wraparound loan.
 3. Obtain an equity line of credit.
 4. Convert to a shared-appreciation mortgage.
- H. A builder is planning a subdivision zoned residential. Through a covenant in the deed, he states, "no one can babysit or provide child care for other than their own children, on a daily or continual basis, for more than one child." Can he legally do this?
1. Yes, because he is seeking to achieve a desired quality in the subdivision.
 2. No, because he can't discriminate against children.
 3. No, because only city and state zoning laws can set these guidelines.
 4. No, because he can only restrict building size, setbacks, and lot sizes.

Answer Key

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

**STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION**



For Official Use Only

Real Estate Salesperson Application

Instructions

- 1) This **application must be completed and notarized**. The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to CGS 17b-137a. If you choose not to disclose your Social Security Number, your application may not be processed.
- 2) The original **60-hour Real Estate Principles & Practices in Real Estate course completion certificate** must be submitted with this completed application.
- 3) A check and/or money order in the amount of **\$80.00 made payable to PSI Examination Services** must accompany this application. Application fees are non-refundable.
- 4) Once this application is reviewed and approved, you will receive an **Examination Eligibility Postcard from PSI** with instructions to register and schedule the examination. Please note that an examination fee of \$65.00 will be due at the time you schedule the examination with PSI.

➔ **MAIL** your application (faxes are not accepted), course certificates and fee to:

**PSI Examination Services
3210 East Tropicana Ave
Las Vegas, NV 89121**

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

Applicant Information

First Name		Middle Initial	Last Name	
Residence Street Address		City or Town		State
Zip Code		Telephone Number (w/ area code)		Email Address
Social Security Number		Date of Birth		
Mailing Address (if different from above)		City or Town		State
Zip Code		1) Have you ever been convicted of a felony crime or been convicted of a crime including, but not limited to, forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or any like offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide the date(s) and nature of conviction(s), where the cases were decided, and a description of the circumstances relating to each such conviction.		2) Have you ever had a real estate license refused, suspended or revoked in any State? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please list details.

Notarization

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

Signature of Applicant

Date

Subscribed and sworn to before me, this _____ day of _____ 20 _____

Signature of Notary Public, Justice of the Peace, Commissioner of Superior Court

My Commission Expires



CONNECTICUT REAL ESTATE EXAMINATION REGISTRATION FORM

Before you begin...

Do NOT register for the examination if you have NOT received a Certificate of Examination Eligibility from the Department of Consumer Protections. Be sure to read the section titled "Examination Registration and Scheduling Procedures" before filling out this form. You must provide all information requested and submit the appropriate fees. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable or transferable.

1. Name
 Last Name Generation First Name M.I.

2. Social Security - - (For Identification Purposes Only)

3. Mailing Address
 Number, Street Apt. No

-
 City State Zip Code

4. Email Address _____ @ _____

5. Telephone Cell - - Office - -

6. Birth Date
 M M D D Y Y

7. Exam (Check One) Salesperson - General and State
 Salesperson - General Only
 Salesperson - State Only
 First Time (\$65 for both examination portions/\$65 for one examination portion)
 Retake (\$65 for both examination portions/\$55 for one examination portion)

You are also responsible for paying the application fee of \$80.00. Application fees are non-refundable.

8. Fee Enclosed: \$65 + \$80 \$55
 Payment of fees may be made by credit card, company check, personal check, money order or cashier's check, made payable to PSI.
 Check one: VISA MasterCard American Express Discover
 Card No: _____ Exp. Date: _____
The card verification number may be located on the back of the card (the last three digits on the signature strip) or on the front of the card (the four digits to the right and above the card account number).
 Card Verification No: _____
 Billing Street Address: _____ Billing Zip Code: _____
 Cardholder Name (Print): _____ Signature: -- _____

9. School Code

10. I am submitting the Exam Accommodations Request form (on the next page) and the required supporting documentation. Yes No

Mail To
PSI
3210 East Tropicana Ave
Las Vegas, NV 89121



To place an order for one or more of the following items listed, you may:

- Order online at www.pSIONlinestore.com
- Call the PSI Online store toll-free at (866) 589-3088

Note: prices are available online at www.pSIONlinestore.com

<input type="checkbox"/>	Modern Real Estate Practice
<input type="checkbox"/>	Real Estate Fundamentals
<input type="checkbox"/>	The Language of Real Estate
<input type="checkbox"/>	Real Estate Principles
<input type="checkbox"/>	Real Estate Principles & Practices

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



EXAM ACCOMMODATIONS OR OUT-OF-STATE TESTING REQUEST

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

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

Requirements for exam 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: _____

SS#: _____

Legal Name: _____

Last Name	First Name
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Address: _____

Street	City, State, Zip Code
--------	-----------------------

Telephone: (_____) _____ - _____ (_____) _____ - _____

Home	Work
------	------

Email Address: _____

Check any exam accommodations 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 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

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

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