

06:00		<p>procedure conducted by the Department of Business and Professional Regulation (DBPR).</p> <ol style="list-style-type: none"> 7 Distinguish between <i>registration</i> and <i>licensure</i>. 8. Identify the services of real estate. 9. Recognize exemptions from real estate licensure. 	
07:00	Module 3 Real Estate License Law and FREC Rules	<ol style="list-style-type: none"> 1. Describe the function of the Department of Business and Professional Regulation (DBPR). 2. Describe the composition, appointment, and member qualifications of the Florida Real Estate Commission (FREC). 3. Identify the powers and duties of the (FREC). 4. Explain the purpose of the Real Estate Education and Research Foundation 5. Describe the role of the Division of Real Estate (DRE). 6. Describe the differences between active and inactive status (voluntary and involuntary). 7. Distinguish between void and ineffective licenses. 8. Identify situations that cause a license to cease to be in force. 9. Identify situations that cause a license to be canceled. 10. Explain the purpose of multiple and group licenses. 	Distance Learning
08:00			
09:00			
10:00	Module 4 Real Estate Brokerage Relationships	<ol style="list-style-type: none"> 1. Compare and contrast the significant elements of Florida's 1997 <i>Brokerage Relationship Disclosure Act</i> with the 2003 legislative amendments. 2. Define terms such as <i>client</i>, <i>customer</i>, <i>designated sales associate</i>, <i>dual agency</i>, 	Distance Learning

<p>11:00</p> <p>12:00</p>		<p><i>fiduciary, principal, single agency, subagency, and transaction brokerage.</i></p> <p>3. Compare and contrast the variety of relationships Florida real estate practitioners can have with real estate consumers.</p> <p>4. Describe the differences between single agency, dual agency, and transaction brokerage, and no brokerage relationship.</p> <p>5. Cite the rules regarding agency disclosure.</p> <p>6. Compare and contrast the differences between being treated as a <i>client</i> and being treated as a <i>customer</i>.</p>	
<p>13:00</p> <p>14:00</p>	<p>Module 5 Real Estate Brokerage Activities</p>	<ol style="list-style-type: none"> 1. Identify the requirements a real estate brokerage office must meet and the types of business entities that may register as a real estate brokerage office. 2. List the requirements related to sign regulation. 3. Explain what determines whether a temporary shelter must be registered as a branch office. 4. List the requirements related to the regulation of advertising by real estate brokers. 5. Explain the term <i>immediately</i> as it applies to earnest money deposits. 6. Describe the four settlement procedures available to a broker who has received conflicting demands or who has a good-faith doubt as to who is entitled to disputed funds. 7. List the requirements for the handling of advance fees. 8. Explain the rules regarding the advertisement of rental property information or lists and the negotiation of rentals. 9. Identify significant employment issues between a broker and a sales associate, such as commissions and policy manuals. 10. List the obligations of a sales associate who changes employer, address or both. 11. Identify and describe the types of business entities that may and may not be licensed 	<p>Distance Learning</p>

		as brokerage firms. 12. Describe a licensee's lawful use of a fictitious or trade name.	
15:00 16:00 17:00	Module 6 License Law Violations, Penalties, and Procedures	<ol style="list-style-type: none"> 1. Describe the elements of a valid complaint. 2. Explain the procedures involved in the reporting of violations, the investigation of complaints, and the conduct of hearings. 3. Describe the composition of the Probable Cause Panel. 4. Explain the penalties for first-degree and second-degree misdemeanors and recognize what real estate activities are first-degree misdemeanors. 5. Recognize events that would cause a license application to be denied. 6. Recognize actions that would cause a license to be subject to suspension or revocation. 7. Identify individuals who would be eligible (or ineligible) for reimbursement from the Real Estate Recovery Fund and the procedure to seek such reimbursement. 8. Describe the monetary limits imposed by law on the Real Estate Recovery Fund. 	Distance Learning
18:00 19:00 20:00	Module 7 Federal and State Laws Pertaining to Real Estate	<ol style="list-style-type: none"> 1. Describe the purpose of the <i>Civil Rights Act of 1866</i>. 2. Explain the significance of <i>Jones v. Mayer</i>. 3. Describe the purpose of the <i>1968 Fair Housing Act</i> as well the groups protected under this Act. 4. Describe the types of discriminatory acts prohibited under the <i>1968 Fair Housing Act</i>. 5. Describe the U.S. Department of Housing and Urban Development process for handling a complaint under the <i>1968 Fair Housing Act</i>. 	Distance Learning

		<ol style="list-style-type: none"> 6. List the property exempt from the <i>1968 Fair Housing Act</i>. 7. Describe the purpose and impact of the <i>1988 Fair Housing Amendment Act</i>. 8. Describe the objectives and major provisions of the <i>Americans with Disabilities Act</i>. 9. Describe the major provisions of the <i>Florida Residential Landlord and Tenant Act</i>. 10. Describe the major provisions of the <i>Interstate Land Sales Disclosure Act</i> and the <i>Florida Uniform Land Sales Practices Act</i>. 11. Describe the major provisions of the <i>Florida Uniform Land Sales Practices Act</i>. 	
<p>21:00</p> <p>22:00</p> <p>23:00</p> <p>24:00</p>	<p>Module 8 Property Rights and Interests</p>	<ol style="list-style-type: none"> 1. Describe the <i>bundle of rights</i> associated with real property ownership. 2. Define <i>real property</i> based on the definition in Chapter 475, F.S. 3. List and explain the physical components of real property. 4. Distinguish between real and personal property. 5. Explain the four tests courts use to determine whether an item is a fixture. 6. List the principal types of estates (tenancies) and describe their characteristics. 7. Distinguish between condominiums, cooperatives, and time-shares and describe the four main documents associated with condominiums. 8. Describe the differences among the various types of joint ownership. 	Distance Learning
25:00	<p>Module 9 Title: Acquisition, Conveyance, and Protection</p>	<ol style="list-style-type: none"> 1. Distinguish between actual notice and constructive notice. 2. Differentiate between voluntary and involuntary alienation. 	Distance Learning

26:00		3. Explain the various methods of acquiring title to real property.	
27:00		4. Describe the parts of a deed and the requirements of a valid deed.	
28:00		5. List and describe the four statutory deeds and the legal requirements for deed	
29:00		6. Distinguish between an abstract of title and a chain of title.	
		7. Describe the conditions necessary to acquire real property by adverse possession	
		8. Define and describe the various types of liens.	
		9. Describe the foreclosure process.	
		10. List and describe the various types of government and private restrictions on ownership or real property.	
30:00	Module 10 Legal Descriptions	1. Describe the purpose of legal descriptions.	Distance Learning
31:00		2. Distinguish among the three types of legal descriptions.	
32:00		3. Describe the process of creating a legal description using the metes and bounds method.	
		4. Locate a township-by-township line and range.	
		5. Locate a particular section within a township.	
		6. Understand how to subdivide a section.	
		7. Apply the measurements associated with checks, townships, and sections.	
		8. Explain the use of the assessor's parcel numbers.	
		9. Calculate the number of acres of a parcel based on the legal description and convert to square feet.	
33:00	Module 11 Real Estate Contracts	1. Define the term <i>contract</i> .	Distance Learning
		2. Describe the effects of the statute of frauds and the statute of limitations.	
		3. List and describe the essentials of a	

34:00		contract.	
		4. Distinguish among formal, parol, bilateral, unilateral, implied, expressed, executory, and executed contracts.	
35:00		6. List the various ways in which an offer is terminated.	
		7. List the various ways in which a contract is terminated.	
36:00		8. Explain the remedies for breach of a contract.	
		9. Describe the elements of a contract for deed and an option contract.	
37:00		10. Differentiate among the various types of listings.	
		11. List the events that will terminate an agency contract.	
		12. Describe the various disclosures required in a real estate contract.	
		13. Describe the different types of leases.	
38:00	Module 12 Real Estate Finance	1. Distinguish between title theory and lien theory.	Distance Learning
39:00		2. Describe the essential elements of a promissory note and a mortgage instrument.	
40:00		3. Describe the various features of a mortgage including loan-to-value ratio, down payment, equity, interest, discount points, loan servicing, loan origination, escrow account, and PITI.	
41:00		4. Calculate loan-to-value ratio.	
		5. Explain the use of discount points and calculate approximate yield on a loan.	
		6. Distinguish among the various methods of purchasing mortgaged property.	
		7. Explain the purpose of an estoppel certificate and an assignment of a mortgage.	
		8. Explain the foreclosure process and distinguish between judicial and nonjudicial foreclosure. Describe the mortgagor's and mortgagee's rights in a foreclosure.	
42:00	Module 13 Mortgages and	1. Describe the features of term loans, amortized loans, and biweekly loans as	Distance Learning

43:00	Financing	well as the mechanics and components of an adjustable rate mortgage.	
44:00		2. Distinguish among the three major loan programs—conventional, FHA, and VA—and describe their characteristics.	
45:00		3. Describe miscellaneous mortgage types such as budget mortgages, construction loans, purchase money mortgages, package and chattel mortgages, blanket mortgages, reverse annuity mortgages, and home equity loans.	
		4. Describe the various elements of the mortgage underwriting process including the loan qualifying process.	
		5. Describe how the money market functions.	
		6. Distinguish among the primary market lenders.	
		7. Describe the role of the secondary mortgage market and know the features of the major agencies active in that market.	
		8. Describe the major provisions of the federal laws regarding fair credit and lending procedures.	
		9. Amortize a level-payment-plan mortgage when given the principal amount, the interest rate, and the monthly payment amount.	
46:00	Module 14 Real Estate-Related Computations and Closings	1. Compute a sales commission.	Distance Learning
47:00		2. Given the original cost of the investment, calculate the percentage of profit or loss, the sales price, and the dollar amount of profit or loss.	
48:00		4. List the preliminary steps to a closing.	
49:00		5. Prorate the buyer's and seller's expenses using either the 12-month/30-day method or the 365-day method.	
		6. Calculate the dollar amount of transfer taxes on deeds, mortgages, and notes.	
		7. Allocate taxes and fees to the proper parties and compute individual costs.	
		8. Explain the rules of thumb for closing statement entries.	
		9. Explain the major sections of the uniform settlement statement (HUD-1).	

<p>50:00</p> <p>51:00</p> <p>52:00</p>	<p>Module 15 Real Estate Appraisal</p>	<ol style="list-style-type: none"> 1. Describe federal and state regulations pertaining to appraising. 2. Describe the difference between appraisers and real estate licensees and between appraisals and competitive market analyses (CMAs). 3. Distinguish among cost, price, and value. 4. Define <i>market value</i> and describe its underlying assumptions. 5. Distinguish among the various types of value. 6. Describe the four characteristics of value. 7. Characterize the principles of appraising. 8. Describe the steps in the appraisal process. 9. Characterize the different appraisal report forms. 10. Distinguish among the three approaches to estimating the value of real property. 11. Calculate value using gross multiplier analysis. 12. Explain how to prepare a comparative market analysis. 	<p>Distance Learning</p>
<p>53:00</p>	<p>Module 16 Product Knowledge and Environmental Issues</p>	<ol style="list-style-type: none"> 1. Explain how building codes regulate building construction. 2. Explain the basic requirements of Florida's contractor's license law and situations that may require a real estate licensee to use a licensed contractor. 3. Distinguish among the various types of lots. 4. Distinguish among the various roof styles. 5. Distinguish among the various window styles. 6. Identify the various types of insulation and minimum R-values. 7. Describe basic residential building components and materials. 8. Explain the mechanical and electrical systems that go into a home. 9. Explain the various environmental hazards associated with real estate. 	<p>Distance Learning</p>

54:00	Module 17 Investment Analysis and Business Opportunities	<ol style="list-style-type: none"> 1. Distinguish among the risks associated with general business conditions and that affect return. 2. Identify the advantages and disadvantages of investing in real estate. 3. Define <i>leverage, potential gross income, effective gross income, net operating income, fixed expenses, variable expenses, and reserve for replacements.</i> 4. List the ratios that evaluate aspects of the investment. 5. Describe the tax consequences of investment property ownership and sale. 6. Describe the characteristics of business brokerage. 7. Describe the types of expertise required in business brokerage. 8. Distinguish among the methods of appraising businesses. 9. Describe the steps in the sale of a business. 	Distance Learning
55:00	Module 18 Real Estate Taxes	<ol style="list-style-type: none"> 1. Describe the role of state and local government in the real property taxation process. 2. List the steps in the procedure to protest assessed value. 3. Distinguish among immune, exempt, and partially exempt property. 4. Describe the various personal exemptions available to qualified owners of homestead property. 5. Describe the purpose of Florida's Greenbelt tax exemption. 6. Compute the property tax on a specific parcel, given the current tax rate, assessed value, and eligible exemptions. 7. Calculate the cost of a special assessment, given the conditions and amounts involved. 8. Describe the tax advantages of homeownership. 9. Explain how to determine taxable income from investment real estate. 10. Distinguish between installment sales and like-kind exchange. 	Distance Learning
56:00			
57:00			

58:00	Module 19 Real Estate Market	<ol style="list-style-type: none"> 1. Describe how the free enterprise system functions. 2. Describe the physical and economic characteristics of real estate. 3. List the factors that influence supply and demand. 4. Distinguish among the different ways of interpreting market conditions. 	Distance Learning
59:00	Module 20 Planning and Zoning	<ol style="list-style-type: none"> 1. Describe the composition, authority, and purpose of the local planning agency. 2. Identify the provisions of Florida's <i>Growth Management Act</i>. 3. Describe the basic studies performed by planning commission. 4. Distinguish among the five general zoning classifications. 5. Distinguish among zoning ordinances, building codes, and health ordinances. 6. Explain the purpose of a variance, a special exception, and a nonconforming use. 7. Describe the characteristics of a planned unit development. 8. Explain the provisions of the National Flood Insurance Program. 9. Calculate the number of lots available for development given the total number of acres contained in a parcel, the percentage of land reserved for streets and other facilities, and the minimum number of square feet per lot. 	Distance Learning
60:00	Final Exam		
61:00	Final Exam		
62:00	Final Exam		
63:00	End of Course		