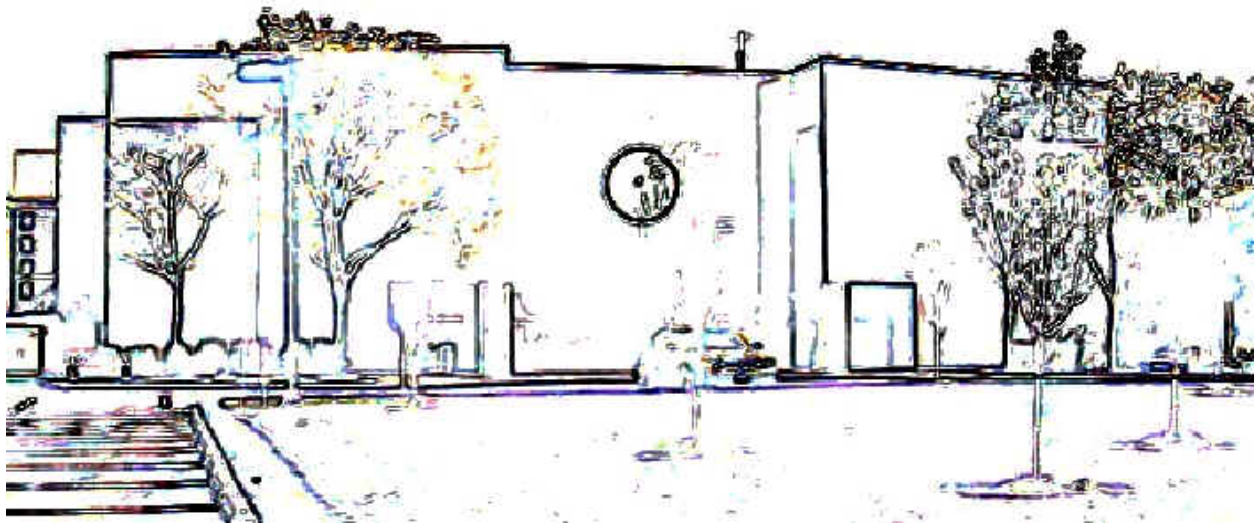


**Dayton Area Board of REALTORS®**  
**Sinclair Community College**

# **Real Estate Prelicense Information Packet 2010**

*As of June 2, 2010*



*REALTORS® Center: Your gateway to a successful real estate career.*

## *Table of Contents*

<i>Four Steps to Licensing</i>	<i>Page 2</i>
<i>2010 SCC Prelicense Class Schedule</i>	<i>Page 3</i>
<i>Class &amp; Book Fee Schedules</i>	<i>Page 4</i>
<i>SCC Real Estate Program Policies</i>	<i>Page 5</i>
<i>Investments in Your Real Estate Business</i>	<i>Page 6</i>
<i>A Career for You?</i>	<i>Page 7</i>
<i>Preparing for the Broker Interview</i>	<i>Page 8</i>

## **Dayton Area Board of REALTORS®: Pursuing a Career in Real Estate.**

This packet provides you with information about all the steps in the pursuit of a successful career in Real Estate, from CAREER NIGHTS, to Preliminary, PREP for the state exam and REALTOR® membership.

### ***BEGIN: Considering a career in Real Estate, set the expectation***

---

## **2010 CAREER NIGHTS**

**REALTORS® Center**  
1515 South Main Street, Dayton  
Thursday Evenings 6-7:30 PM

### ***Discover a Real Estate career!***

*By attending you will review the required schooling, how to obtain your license, sponsorship for the state exam and meet with representatives from successful REALTOR® firms. It's FREE, without any obligation, simply call 223-0900 to make your reservation or email [RealEstateCareer@dabr.com](mailto:RealEstateCareer@dabr.com)*

### ***FOUR IMPORTANT steps to obtaining your Real Estate license!***

---

#### **1. Successfully complete 4 Pre-License classes**

*Real Estate Principles & Practices Real Estate Finance Real Estate Law Real Estate Appraisal*  
*See the following pages for details of Sinclair Community College Class Schedule*  
*Weekday and weekend accelerated classes are available*  
✓ *Register for classes at Sinclair Community College, Building 10, 2<sup>nd</sup> Floor*

#### **2. Obtain a broker sponsor**

- Your broker will fill out and sign the SALES EXAMINATION APPLICATION*
- [www.com.state.oh.us/real/](http://www.com.state.oh.us/real/), to obtain forms and later look up your license*

#### **3. HIGHLY RECOMMENDED: Complete the 14-hour exam PREP class. Those completing the REALTORS® PREP course have a much greater advantage for passing the state exam than those who do not.**

- Specifically designed by those involved in developing the test to prepare you to pass*
- Taught by experienced and respected REALTORS® recognized as superior instructors*
- Purchasing PREP Manual entitles you to attend PREP sessions*

#### **4. Submit application to the state, receive an authorization letter back to schedule your exam.**

- Visit PSI EXAMS Online at <http://candidate.psiexams.com>.*
- In the pull down menus choose: Ohio, OH Real Estate, OH Sales.*
- Look for this box in the top right of the final page*
- Download, print and thoroughly review "Candidate Information Bulletin"*
- You'll need to have Acrobat Reader installed on your computer, it's free*



## 2010 Real Estate Prelicense Classes - Sinclair Community College

**DABR: Classes conducted at the REALTORS® Center, 1515 S. Main Street, Dayton Ohio 937-223-0900  
RealEstateCareer@dabr.com**

**SCC: Classes conducted at Sinclair Community College Campus showing building & room number**

**Regulations require 90% attendance at ALL credited sessions.**

*Schedule is subject to change without notice, printed date: May 18, 2009*

		<b>PREP 4 Weekend</b>				Sat & Sun	9 am-5pm		May 22 & 23	DABR
		<b>Summer</b>								
<b>DAY 3</b>	<b>5</b>	<b>DABR</b>	<b>DAYTIME WEEKDAYS</b>						<b>DAYTIME WEEKDAYS</b>	
	RES	201	S2	Principles & Practices	4	M-Tu	8 am-5pm		June 7, 8, 9, 14, 15 & 16	DABR
	RES	202	S2	Real Estate Law	4	M-Tu	8 am-5pm		June 21, 22, 23, 28, 29 & 30	DABR
	RES	203	S2	Real Estate Finance	2	M-Tu	8 am-5pm		July 12, 13 & 14	DABR
	RES	204	S2	Real Estate Appraisal	2	M-Tu	8 am-5pm		July 19, 20 & 21	DABR
		<b>PREP 5 Weekday</b>				Mon-Tue	9 am-5pm		July 26 & 27	DABR
		<b>Summer</b>								
<b>WKEND 3</b>	<b>6</b>	<b>DABR</b>	<b>SATURDAY &amp; SUNDAYS</b>						<b>SATURDAY &amp; SUNDAYS</b>	
	RES	201	S1	Principles & Practices	4	Sun	8 am-6pm		July 11, 18, 25 & Aug. 1	DABR
	RES	202	S1	Real Estate Law	4	Sat	8 am-6pm		July 24, 31, Aug. 7 & 14	DABR
	RES	203	S1	Real Estate Finance	2	Sat	8 am-6pm		July 10 & 17	DABR
	RES	204	S1	Real Estate Appraisal	2	Sun	8 am-6pm		Aug. 8 & 15	DABR
		<b>PREP 6 Weekend</b>				Sat & Sun	9 am-5pm		Aug. 21 & 22	DABR
		<b>FALL</b>								
<b>WKEND 4</b>	<b>7</b>	<b>DABR</b>	<b>SATURDAY &amp; SUNDAYS</b>						<b>SATURDAY &amp; SUNDAYS</b>	
	RES	201	S2	Principles & Practices	4	Sat	8 am-6pm		Sept. 11, 18, 25 & Oct. 2	SCC
	RES	202	S3	Real Estate Law	4	Sat	8 am-6pm		Oct. 16, 23, 30 & Nov. 6	SCC
	RES	203	S3	Real Estate Finance	2	Sun	8 am-6pm		Sept. 19 & 26	SCC
	RES	204	S3	Real Estate Appraisal	2	Sun	8 am-6pm		Oct. 17 & 24	SCC
		<b>PREP 7 Weekend</b>				Sat & Sun	9 am-5pm		Nov. 13 & 14	

**Fall**

<b>7</b>	<b>DABR</b>	<b>DAYTIME WEEKDAYS</b>				<b>DAYTIME WEEKDAYS</b>		
<b>DAY 4</b>	RES 201	S3	Principles & Practices	4	M-Tu W	8 am-5pm 8 am-Noon	Oct 4, 5, 6, 11, 12 & 13	DABR
	RES 202	S1	Real Estate Law	4	M-Tu W	8 am-5pm 8 am-Noon	Nov. 1, 2, 3, 8, 9 & 10	DABR
	RES 203	S1	Real Estate Finance	2	M-Tu W	8 am-5pm 8 am-Noon	Oct. 18, 19, 20	DABR
	RES 204	S1	Real Estate Appraisal	2	M-Tu W	8 am-5pm 8 am-Noon	Oct. 25, 26 & 27	DABR
	<b>PREP 7 Weekend</b>					Sat & Sun	9 am-5pm	Nov. 13 & 14



**Sinclair Community College Prelicense Expenses**

as of May 18, 2010

**PRICES For MONTGOMERY COUNTY RESIDENTS**

		\$46.55	Per Credit Hour		
<b>REQUIRED CLASSES</b>			Credit Hours	Classroom	Montgomery
RES 201	Real Estate P & P		4	40 Hours	\$ 186.20
RES 202	Real Estate LAW		4	40 Hours	\$ 186.20
RES 203	Real Estate FINANCE		2	20 Hours	\$ 93.10
RES 204	Real Estate APPRAISAL		2	20 Hours	\$ 93.10
<hr/>					
Total, If previously attended Sinclair CC			12	120	\$ 558.60
Application for Admission, one-time non-refundable fee of \$20					\$ 20.00
<b>Payable to Sinclair Community College, Check, Master Card or Visa</b>					<b>\$ 578.60</b>

**PRICES for RESIDENTS OF "OTHER" COUNTIES and OUT OF STATE**

		\$76.05	Per Credit Hour		\$150.55
<b>REQUIRED CLASSES</b>			Credit Hours	Other County	Other State
RES 201	Real Estate P & P		4	40 Hours	\$ 304.20
RES 202	Real Estate LAW		4	40 Hours	\$ 304.20
RES 203	Real Estate FINANCE		2	20 Hours	\$ 152.10
RES 204	Real Estate APPRAISAL		2	20 Hours	\$ 152.10
<hr/>					
			12	120	
<b>Payable to Sinclair Community College, Check, Master Card or Visa</b>					<b>\$ 912.60</b>
Application for Admission, one-time non-refundable fee of \$20					\$ 20.00
					<b>\$ 932.60</b>
					<b>\$ 1,806.60</b>
					<b>\$ 1,826.60</b>

**REQUIRED BOOKS Latest edition**

	Cost	Tax 7%	Total		
Modern Real Estate Practices in Ohio	\$ 32.71	\$ 2.29	\$ 35.00	Available at DABR	\$ 35.00
Ohio Real Estate Law	\$ 36.45	\$ 2.55	\$ 39.00	Available at DABR	\$ 39.00
Essentials of Real Estate Finance				Available at Sinclair	
Appraising Residential Properties				Available at Sinclair	

**RECOMMENDED PREP CLASS, OPTIONAL**

PREP Manual, Preparation, Review & Practice Tests			14 Hours	\$99.00
---	--	--	----------	---------

**OPTIONAL STUDY AID**

	Cost	Tax 7%	Total
Guide to passing the PSI Real Estate Exam	\$ 38.32	\$ 2.68	\$ 41.00

## Sinclair Community College Real Estate Program Policies

### **REGISTRATION:**

You must be registered to be in the class. Your instructor will check the class roster to verify that you are registered in the class. If you are not registered to be in the class, you must verify your registration with the Sinclair's Office of Registration and Student Records (937-512-2736) in order to remain in the class.

### **ATTENDANCE:**

The Ohio Division of Real Estate requires that you complete 40 classroom hours of Real Estate Principles & Practices, 40 classroom hours of Real Estate Law, 20 classroom hours of Real Estate Finance, and 20 classroom hours of Real Estate Appraisal to take the Ohio Real Estate license exam. You must attend class at least 90% of that time in order to successfully complete each course. For a 40 classroom hour course, you can miss only 4 hours total. For a 20 classroom hour course, you can miss only 2 hours total. There are no exceptions to this policy.

If it is announced that Sinclair is closed, classes at Sinclair and the Dayton Area Board of REALTORS® Center will be cancelled and rescheduled. Otherwise, classes will be conducted. If you show up to class and the instructor is not present, you are required to wait for twenty minutes before leaving. Class will then be rescheduled to meet the required classroom hours mandated by the Ohio Division of Real Estate.

### **COURSE WITHDRAWALS**

If you are unable to complete a course for any reason, you must drop the course. Otherwise, you will receive a grade in the course. In the event a course is canceled, or you withdraw prior to the first session, a refund will be issued. Class transfers are not permitted. You must drop the class or withdraw from the program.

You can withdraw from a class online using "Web Advisor" at <http://my.sinclair.edu> (please print copy of end of transaction confirmation screen) or accessing the telephone registration system (937-512-5454). You can also call Sinclair's Office of Registration and Student Records (937-512-2736). If you call, make sure you ask that a copy of the withdrawal form be mailed to you.

### **HONESTY POLICY:**

Students are expected to be honest. Any form of academic dishonesty is subject to disciplinary action and may result in failure in a course. Academic dishonesty is defined as any activity which tends to compromise the academic integrity of the college and to subvert the process of education. Academic dishonesty includes, but is not limited to, cheating using textbooks or notes not authorized by the instructor; communication with another student during an exam; looking at another student's paper; obtaining unauthorized copies of an exam prior to the exam time; having someone other than the student take an exam or complete an assignment; or intentionally or knowingly helping another to commit an act of academic dishonesty.

### **DISABILITY SERVICES:**

Qualified individuals with disabilities who produce required documentation of their disability and self-identify their need for accommodations are eligible for disability services. (Someone with a physical or mental impairment that substantially limits one or more major life activities and who, with or without accommodations, can meet the essential requirements for participation in a program.) Students are required to identify their needs and to register with the Sinclair Office of Disability Services in order to be eligible for academic adjustments. All services are based on individual needs. For more info: <http://sinclair.edu/stservices/edu/index.cfm>.

### **SINCLAIR'S POLICIES, PROCEDURES, AND SERVICES:**

Visit Sinclair's website at [http://our.sinclair.edu/forms/docs/student\\_policy-proc.doc](http://our.sinclair.edu/forms/docs/student_policy-proc.doc) to review Sinclair's policies, procedures, and services.

### **COURSE COMPLETION CERTIFICATES:**

In order to sit for the Ohio Real Estate exam, you need to show that you successfully completed each prelicense course. Once grades are submitted at the end of each prelicense course, a Course Completion Certificate will be generated and emailed to your Sinclair email address. You will use these certificates to show successful completion of the prelicense courses when you apply to take the Ohio Real Estate license exam. If you have any questions, contact Jane Moix at 512-2616 or [jane.moix@sinclair.edu](mailto:jane.moix@sinclair.edu).

### **SINCLAIR SHORT-TERM OHIO REAL ESTATE SALES ASSOCIATE CERTIFICATE:**

When you successfully complete the four prelicense courses at Sinclair, you will automatically receive a certificate showing that you fulfilled the requirements to graduate from Sinclair with the Short-Term Ohio Real Estate Sales Associate Certificate. At the end of the quarter of your final class for certificate completion, you will receive a congratulatory letter in the mail from Sinclair, the certificate, and a complimentary copy of your transcript. You are not to use this certificate when you apply to take the Ohio Real Estate license exam as the certificate does not include the information needed by the Ohio Division of Real Estate to apply for the exam. You must use the Course Completion Certificates discussed above.

**INVESTMENT IN YOUR REAL ESTATE BUSINESS**

## POST LICENSING, First Year

REALTOR® Initiation Fee, DABR	\$	225
Annual Professional Association Fees:		
National Association of REALTORS® NAR, <i>prorated monthly from license date</i>	\$	80
REALTOR® Public Image Campaign	\$	35
Ohio Association of REALTORS® OAR, <i>prorated monthly from license date</i>	\$	110
Dayton Area Board of REALTORS® DABR, <i>prorated monthly from license date</i>	\$	200
New Agent's 10-Hour Course	\$	79
MLS Access Fee (\$25.00/month)	\$	300

**First Years Expenses****Professional Fees Subtotal** \$ 1029**Additional Business Expenses To Considered:** *Some of the expenses which you should discuss with your broker/sponsor*

Additional MLS access fees: Cincinnati, WRIST, Columbus  
 Error & Omissions Insurance  
 Advertising of listings  
 Self promotion and marketing  
 Business Cards  
 Prospecting: mailings, flyers, postcards, postage, visiting  
 Cell/Smart Phone  
 Computer and Real Estate specific software  
 ISP, email account and web page  
 Yard signs, Open House, lead-in signs  
 Company Training  
 Automobile, Automobile Insurance/ gasoline/maintenance  
 Company's Special Marketing Programs  
 Wardrobe  
 Administrative/Secretarial Support  
 Office/Desk fees

1. Consideration and discussion should occur regarding the "Broker/Salesperson Contract", as many of these issues may be addressed in that agreement.

**2. BE ADVISED, BE PREPARED: When starting a new business, financial stability, *the ability to pay your normal living expenses from non-commission income*, should be considered absolutely essential for any realistic chance of surviving in the real estate business. Your commission income is not predictable in its amount or in its frequency when you are a new sales licensee. You must anticipate and plan to pay business expenses even before you begin to generate commission income.**

**It is recommended that a minimum of six months worth of living expenses should be available as well as an additional minimum of \$1000 for business expenses prior to engaging in the practice of real estate.**

**It is highly recommended that you put together, as part of a complete Business Plan, specific anticipated expenses, sources of business, projected income, as well as prospecting and marketing strategies.**

**Failure to heed this advice may result in having to prematurely discontinue pursuing a success sales career. Plan your work and then work your plan.**

## ***Is selling residential Real Estate a career/business for you?***

Name \_\_\_\_\_ Date \_\_\_\_\_

Checkmark the box only if the answer is an **unqualified** "YES"

- I am enthusiastic about running my own business
- I have the financial stability to do so
- I am willing to forfeit income now to gain more income later
- I've done a two-year business plan
- I am honest and trustworthy
- I am willing to take required classes and training
- I am ready to take responsibility for being my own boss
- I want to understand what I'm doing
- I can accept help from others when I need it
- I want to be rewarded based on my production
- I enjoy working hard and long hours
- My family is prepared to tolerate my long hours
- I want to be part of an experienced team
- I recognize the value of a good reputation
- I possess good communication skills
- I present myself well and dress well
- I am motivated to succeed, whatever it takes
- I can handle setbacks, deal with chaos and solve problems
- I do not hesitate to ask for what I want
- I am considerate
- I enjoy selling
- I am willing to call on or contact people daily and ask them for business
- I have a lot of physical and emotional stamina
- I am looking for a long-term career
- I know what it means to satisfy the customer
- I am willing to work evenings and weekends
- I love a challenging, ever-changing market
- I am an organized person and can handle lots of details
- I know how to set priorities and goals
- I enjoy making decisions
- I enjoy the results of hard work
- I am willing to ask people what they want
- I have a newer, four-door automobile
- I embrace technology and use a computer, a smart phone and the internet extensively
- I understand the benefits of cooperation
- I understand the importance of balance in my life
- I am comfortable taking control and holding myself responsible

***If you were able to check almost every one of these boxes then you may very well be suited for a highly successful Real Estate sales career! Ready to find out more?***

Contact your sponsoring Broker or  
Nick Popadyn, Director of Professional Development  
Dayton Area Board of REALTORS®  
937-223-0900 or email: realestatecareer@dabr.com

