

Dayton Area Board of REALTORS®  
Sinclair Community College



# *Real Estate Prelicense Information Packet*

*As of May 2016 - Subject to Change*



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

*Three Steps to Licensing  
Prelicense Class Schedule  
Class Fees*

*SCC Real Estate Program Policies  
Investments in Your Real Estate Business  
Is real estate sales a career for you?  
Preparing for the Broker Interview*

## Dayton Area Board of REALTORS®

# Pursuing a Career in Real Estate Sales

### **3 IMPORTANT steps to obtaining your real estate license!**

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#### **1. Successfully Complete Four 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

- ✓ Register for classes at any Sinclair Community College location (see [www.sinclair.edu/locations](http://www.sinclair.edu/locations)) or online at [www.sinclair.edu/enroll](http://www.sinclair.edu/enroll).

#### **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
- Provide DABR with your contact information and we will pass it along to representatives of the real estate firms seeking new recruits. Send your contact information to [RealEstateCareer@dabr.com](mailto:RealEstateCareer@dabr.com)

#### **3. Receive an authorization from state to schedule your exam.**

- Download, print and thoroughly review “Candidate Information Bulletin”
- [http://www.com.state.oh.us/real/docs/real\\_CandidateInformationBulletin243Since08312012.pdf](http://www.com.state.oh.us/real/docs/real_CandidateInformationBulletin243Since08312012.pdf)
- You must pass both sections, State and National, to become licensed
- You have one year to retake the state exam as many times as necessary at normal expense to pass the section(s) you failed
- After one year, you must reapply to retake and pass both sections of the state exam

**Sinclair Community College Prelicense Expenses**

as of May 2016

**Register for classes at Sinclair Community College Building 10, Second Floor**

<b>FEES as of 5-19-14</b>		<b>\$99.03</b>	<b>Per Credit Hour SEMESTER</b>		<b>PRICES For MONTGOMERY COUNTY RESIDENTS</b>	
RES 1101	Real Estate P & P		3	40 Hours		\$297.09
RES 1201	Real Estate LAW		3	40 Hours		\$297.09
RES 9203	Real Estate FINANCE		1.5	20 Hours		\$148.55
RES 9204	Real Estate APPRAISAL		1.5	20 Hours		\$148.55
Auxiliary Services Fee, per term						\$50.00
Total, If previously attended Sinclair CC			9	120		<b>\$941.27</b>
First –Time Student Registration Fee, one-time non-refundable						\$20.00
						<b>\$961.27</b>
<b>PRICES for RESIDENTS OF OTHER OHIO COUNTIES and for Non-Ohio Residents</b>						<b>\$146.28</b>
<b>FEES as of 5-19-14</b>			<b>Credit Hours</b>	<b>Other County</b>	<b>Other State</b>	
RES 1101	Real Estate P & P		3	40 Hours		\$438.84
RES 1201	Real Estate LAW		3	40 Hours		\$438.84
RES 9203	Real Estate FINANCE		1.5	20 Hours		\$219.43
RES 9204	Real Estate APPRAISAL		1.5	20 Hours		\$219.43
Auxiliary Services Fee, per term						\$50.00
			9	120		\$1,366.52
<b>Payable to Sinclair Community College, Check, Master Card or Visa</b>						
First –Time Student Registration Fee, one-time non-refundable						\$20.00
						<b>\$1,386.52</b>

**REQUIRED BOOKS** Latest edition (To price books in advance you may visit the link to the Sinclair Bookstore <http://bookstore.sinclair.edu>.)

Modern Real Estate Practices in Ohio	Available at Sinclair
Ohio Real Estate Law	Available at Sinclair
Essentials of Real Estate Finance	Available at Sinclair
Appraising Residential Properties	Available at Sinclair

**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 (937-512-3000) 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 fulfill this time attendance requirement to be eligible to sit for the state exam. There are no exceptions to this requirement.**

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 (937-512-3000). 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** (as of May, 2016, subject to change)

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>	\$	120
REALTOR® Public Image Campaign	\$	35
Ohio Association of REALTORS® OAR, <i>prorated monthly from license date</i>	\$	130
Dayton Area Board of REALTORS® DABR, <i>prorated monthly from license date</i>	\$	200
New Agent's 10-Hour Course	\$	79
MLS Access Fee (\$28.00/month)	\$	336
<b>First Years Expenses</b>	<b>Professional Fees Subtotal</b>	<b>\$ 1,125</b>

**Additional Business Expenses To Considered:** *Some of the expenses which you should discuss with your broker/sponsor*

Additional MLS access fees: optional memberships-Cincinnati, WRIST, Columbus  
 Error & Omissions Insurance  
 Advertising of listings  
 Self promotion and marketing  
 Business Cards  
 Prospecting: mailings, flyers, postcards, postage, visiting  
 Cell phone/Smart Phone/iDevices  
 Computer, iPad and Real Estate specific software  
 ISP, email account and web page  
 Yard signs, Open House, Lead-in signs and sign riders with your name  
 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. **AND** 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 \$1,500 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 prematurely ending what could have been a successful real estate sales career. Plan your work and then work your plan.

## *Is selling residential real estate a career 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, study 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, use a computer, smart phone, idevice & social media
- I understand the benefits of cooperation and collaboration
- I understand the importance of balance in my life
- I am comfortable taking control and holding myself responsible
- I have a high credit score

***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, Vice President Member Services, Dayton Area Board of REALTORS®  
937-223-0900 or realestatecareer@dabr.com

