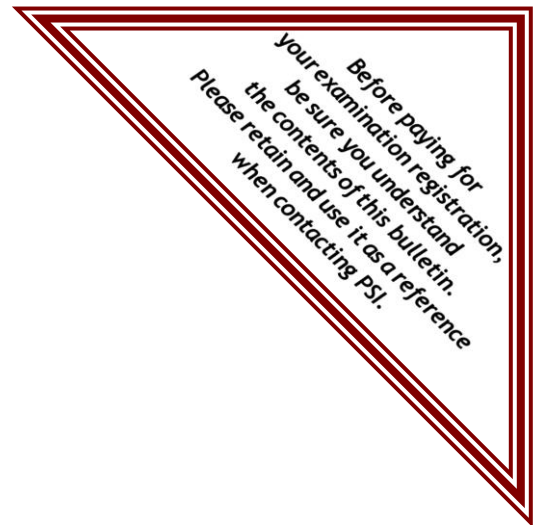




PSI licensure:certification
 3210 E Tropicana
 Las Vegas, NV 89121
 www.psiexams.com



**Department of Licensing and Regulatory Affairs
 Real Estate Licensing
 Salesperson and Broker Examinations**



CANDIDATE INFORMATION BULLETIN

Content Outline

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

EXAMINATIONS BY PSI licensure:certification

This Candidate Information Bulletin provides you with information about the examination process for becoming licensed as a Real Estate Salesperson or Broker in the State of Michigan.

The Department of Licensing and Regulatory Affairs (referred to as the Department) has contracted with PSI licensure:certification (PSI) to conduct the examination program. PSI works closely with the Department to make certain that these examinations meet the State's as well as nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer examination centers in Michigan.

*****VERY IMPORTANT***
PRIOR TO TESTING**

LICENSE APPLICATION INFORMATION

Before applying to PSI to take your Real Estate **SALESPERSON** licensing examination you must first access the State of Michigan's iCOLA website located at www.michigan.gov/realestate and select iCOLA on the bottom left to apply for licensure.

Upon authorization by the Department to test, you may proceed with the Examination Registration and Scheduling process. The Department will electronically submit your authorization to test information to PSI.

Only the State of Michigan may determine your eligibility for a license.

Real Estate **BROKER** licensing examination candidates do NOT need to apply to the state before testing.

For questions about licensure requirements, please access the State of Michigan Real Estate web page at www.michigan.gov/realestate.

EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

You must pay for the examination at the time you register.

Examination Fee	\$79
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NOTE: REGISTRATION/EXAMINATION FEES ARE NOT REFUNDABLE. FEES EXPIRE AFTER ONE YEAR OF REGISTERING.

Your examination fee will be forfeited if you do not test within 1 year of the date your examination fee is received by PSI.

SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

SALESPERSON candidates: Once the State of Michigan has authorized your eligibility, you are responsible for contacting PSI to schedule an appointment to take the examination.

BROKER candidates: You may pay and schedule without applying to the State of Michigan. You must use your social security number as the ID# when scheduling.

PSI will make every effort to schedule the examination site and time that is most convenient for you. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. ET.

■ ON-LINE (www.psiexams.com)

Upon completing the on-line registration, send it to us via the Internet. You will be given available dates for scheduling your examination. Examination fee must be paid by a valid credit card (VISA, MasterCard, American Express or Discover).

■ MAIL (PSI, 3210 E Tropicana, Las Vegas, NV 89121)

Send the completed registration form to the above address. Allow 2 weeks for processing before scheduling the examination date. Examination fee must be paid by valid credit card (VISA, MasterCard, American Express or Discover), money order, company check or cashier's check. Money order or check should be made payable to PSI and must contain the last 4 digits of the applicant's social security number. CASH AND PERSONAL CHECKS ARE NOT ACCEPTED FOR MAIL-IN REGISTRATIONS.

■ FAX (702-932-2666)

Fax completed registration form to PSI. Allow 4 business days for processing before contacting PSI to schedule the examination. Examination fee must be paid by a valid VISA or MasterCard.

■ PHONE (800-733-9267)

Contact a PSI registrar by telephone, Monday-Friday between 7:30am and 10pm, or Saturday-Sunday between 9:00am and 5:30pm, Eastern Time. You will be given available dates for scheduling your examination. Examination fee must be paid by a valid credit card (VISA, MasterCard, American Express or Discover).

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 reschedule online at www.psiexams.com or call PSI at (800) 733-9267.

Note: A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.



MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if:

- You do not cancel your appointment 2 days before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You 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. Candidates with disabilities requesting exam accommodations must fill out the exam accommodation request form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under "Information Links" or click here [Michigan Exam Accommodations](#).

ALTERNATIVE TEST DELIVERY ARRANGEMENTS

The following option is available to all candidates seeking assistance taking the Real Estate Salesperson or Broker examination for an additional fee.

Additional Time While Taking the Examination

Candidates may request to take the examination with extra time. The candidate will be given time & 1/2 and there will be an additional fee of \$50 per examination.

Candidates applying for alternative test delivery arrangements must fill out the exam accommodations request form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under "Information Links" or click here [Michigan Exam Accommodations](#). Any costs associated with alternative test delivery arrangements must be paid by the candidate.

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 will not be penalized. You will be rescheduled at no additional charge.

SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your social security number only as an identification number in maintaining your records and reporting your examination results to the state. Both Federal and State laws require state agencies to collect and record the social security numbers of all licensees of the professions licensed by the state. **You must include your Social Security Number on the registration form. This number is required**

by the Department in order to issue you a license. Your Social Security Number is held in the strictest of confidence.

EXAMINATION REVIEW

PSI, in cooperation with the Department, will be continually evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

EXAMINATION SITE LOCATIONS

Dearborn Examination Center

3200 Greenfield Road, Suite 253
Dearborn, MI 48120

From Detroit: Merge onto I-94 W. Take exit 209 (Rotunda Dr.) from I-94 W. Turn left onto Rotunda Dr. Follow Rotunda Dr to Commerce Drive South. Turn left on Commerce Dr S, then turn right onto Greenfield Rd. Site is on the right.

Holt-Lansing Examination Center

4202 Charlar Drive, Suite 1
Holt, Michigan 48842

Follow I-496 E, which becomes US-127 S. Take the Holt Rd exit 70. Turn right onto Holt Rd. Turn left onto Cedar St. Turn right onto Charlar Dr.

Southfield-Crossroads Examination Center

Crossroads Building
16250 Northland Drive, Suite 361
Southfield, MI 48075

From I-75 North and South, exit West 8 Mile. Northland Drive is West of Greenfield Road. Do not go over the Bridge. Pass the Lodge Fwy (Hwy 10). Turn right on Northland Drive.

From Southfield Fwy North and South, exit East 8 Mile. Go east on 8 Mile to Northland Drive. Northland Drive is next to the Northland Shopping Center.

Southfield-Lahser Road Examination Center

26400 Lahser Road, Suite 150
Southfield, Michigan 48033

From I-96 E merge onto I-696 E. Then merge onto MI-10 S. Take the Lahser Road exit. Keep left at the fork in the ramp. Turn left onto Northwestern Hwy. Turn right onto Lahser Road.

Grand Rapids Examination Center

4595 Broadmoor Ave SE, Suite 201
Grand Rapids, MI 49512

From I-96, exit East Beltline Avenue and proceed South approximately 4 miles. Once you pass 28th Street, Beltline becomes Broadmoor. Continue South an additional 2 miles. 4595 Broadmoor is just South of 44th Street on the right. Room 201 is at the top of the stairs.

From US-131, take exit 77 (M6 the new highway) East toward Lansing. Take exit 15 (M37/Broadmoor), head North (left) on Broadmoor. 4595 Broadmoor is just North of Barden street, South of 44th Street on the left. Use the North Entrance to the second floor. Room 201 is at the top of the stairs.

Gaylord Examination Center

440 W. Main St., Suite D
Gaylord, MI 49735



From I-75 take exit # 282 / M-32 toward Alpena / Gaylord. From the exit ramp, turn east onto W Main (M-32) and go about half a mile. 440 W Main is at the northeast corner of Main and Indiana, halfway between KFC and Subway. Suite D opens off the parking lot.

Marquette Examination Center

Mid Towne Office Complex
1229 W. Washington
Marquette, MI 49855

Complex is across the street from Shopko. Enter the building on the left, and go up the stairs. Go left at the top of the stairs; suite is at the end of the hall on the right.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive at least 30 minutes prior to your scheduled appointment time. This allows time for sign-in and identification verification and provides time to familiarize yourself 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** present two (2) valid forms of identification before you may test:

1. One form of ID must meet ALL of the following criteria:
 - ◆ be a current (not expired), valid and government-issued, photo identification (example: driver's license, state-issued identification card, passport);
 - ◆ show the name on the government-issued photo identification as the same name used to register for the exam (including designations such as "Jr." or "III", etc.) and
 - ◆ have your current photo and your signature.
2. The second form of identification must contain a signature that matches the official photo ID (e.g., social security card, credit card, bankcard, military or school identification).

If you cannot provide the required identification, you must contact PSI at least two (2) weeks prior to your scheduled examination appointment to arrange a way to meet this security requirement. ***Failure to provide the required identification at the examination center will result in your not being admitted to the examination and forfeiture of your examination fee. You will be required to re-register and pay another examination fee.***

SECURITY PROCEDURES

The following security procedures apply during examinations:

- 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 should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.**
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes. For security purposes outerwear such as, but not limited to: open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets and coats are not permitted in the testing room. **In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.**
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.



IMPORTANT NOTICE FOR ALL CANDIDATES

Due to many complaints from the buildings' tenants, PSI (and the properties which house the PSI test centers) cannot accommodate any individuals other than the person who is being tested.

PSI understands that test candidates are often comforted by having guests accompany them to their exams. It may also be necessary for a guest to drive the candidate to the test center. However, incidents from previous guests have prompted warnings from Property Management. For this reason, PSI has adopted the following policy concerning guests.

“Person(s) accompanying a test candidate may not wait in the test 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.”

There are facilities nearby such as shopping malls, stores or restaurants where guests may go while the candidate takes a test. Please take the time to visit those locations instead of waiting in or around the building.

Also of note, many candidates have been arriving hours before their scheduled exam time. This is not necessary. Please plan to arrive no earlier than 30 minutes before the start-time of your exam. This will provide plenty of time for check-in.

Thank you for your understanding and for your cooperation.

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.

TEST QUESTION SCREEN

The “function bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

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.

SCORE REPORTING

Candidates passing the examination will receive ONLY a score indication of PASS. Passing numeric scores are not available. Candidates who do not pass will receive an individual score for each of the major sections in the examination outline. Candidates should use this information to assist them in studying for the re-examination.

When you have passed the examination required for the desired license, you will receive your passing score report at the examination site.

DUPLICATE FAILED SCORE REPORT

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

VERIFICATION OF FAILED SCORE

If you receive a failing score on the examination, you may request that the examination be re-scored for verification of the score.

Re-scoring of computer based examinations **WILL NOT** include any verification of the content of an examination, or the content or accuracy of specific items received by the candidate. Re-scoring of computer based examinations also will not include any investigation of comments about items entered by the candidate during administration of the examination.

You may write to PSI to request the re-scoring of your failing examination. Please include your name, social security number, and date of the test.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

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. Underline or highlight key ideas that will help with a later review.
- 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.

EXAMINATION STUDY MATERIALS

The following list of reference materials were used to verify the accuracy of the test items for this examination. These listed references are used for the purpose of test validation. These materials contain neither all of the Real Estate knowledge required to be competent in any specific area nor all of the information on which the examination is based. Other publications are also available to study for the examination.

Copies of the Michigan Laws and Rules as they pertain to Real Estate, can be obtained from the Michigan Legislature Web Site: www.michiganlegislature.org and the State Office of Regulatory Reinvention Web Site: www.michigan.gov/orr. For the "Occupational Code, Articles 1 through 6 and Article 25" and "General Rules - Real Estate Brokers and Salespersons" visit the Bureau's Web Site: www.michigan.gov/reaestate.

Except for the Michigan and Federal Laws, Rules, Codes and Standards, neither the Department nor PSI endorses any of the materials listed. However, we try to ensure that the references are currently available and consist of recognized industry standards.

These examinations are CLOSED BOOK; reference materials are not allowed in the examination center.

- **Real Estate Fundamentals**, 9th Edition, 2015, Gaddy and Hart, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- **Modern Real Estate Practice**, 19th Edition, Galaty, Allaway, and Kyle, Dearborn Real Estate Education, (800) 972-2220, www.dearborn.com
- **Real Estate Law**, 9th Edition, 2016, Elliot Klayman, 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**, 9th Edition, 2014, 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
- **Real Estate Math**, 7th Edition, 2014, Linda L. Crawford, Dearborn Real Estate Education, (800)972-2220, www.dearborn.com
- **Property Management**, 10th edition, 2016, Kyle, Robert C., Baird, Floyd M. and Kyle, C. Donald, Chicago: Dearborn Real Estate Education
- **Principles of Real Estate Practice**, 5th edition, 2017, Mettling, Stephen and Cusic, David, Performance Programs Company, www.performanceprogramscompnay.com
- **MICHIGAN REAL ESTATE LAW AND PRACTICE: A CONTEMPORARY GUIDE TO A CHANGING INDUSTRY**, Version 6, Waller, J.D., Jack, K. Madison Heights, MI, Ritam Press, Ltd.
- **OCCUPATIONAL CODE (EXCERPT)**, 1980 PA 299, Articles 1-6, MCL 339.101...339.606, Article 25, MCL 339.2501...339.2518 (Recently Updated)
- **MICHIGAN ADMINISTRATIVE CODE**, Real Estate Brokers and Salespersons - General Rules, R 339.22101...339.22667
- **MICHIGAN ADMINISTRATIVE CODE**, Occupational Boards - Part 7 Disciplinary Proceedings, R 339.1701...339.1771
- **OCCUPATIONAL LICENSE FOR FORMER OFFENDERS**, 1974 PA 381, MCL 338.41...338.47
- **SELLER DISCLOSURE ACT**, 1993 PA 92, MCL 565.951...565.966
- **PERSONS WITH DISABILITIES CIVIL RIGHTS ACT (EXCERPT)**, 1976 PA 220, Article 1, MCL 37.1101...37.1103, Article 5, MCL 37.1501...37150
- **ELLIOTT-LARSON CIVIL RIGHTS ACT (EXCERPT)**, 1976 PA 453, Article 1, MCL 37.2101...37.2103, Article 5, MCL 37.2501...37.2507, Article 6, MCL 37.2601...37.2606, Article 7, MCL 37.2701...37.2705, Article 8, MCL 37.2801...37.2804
- **LAND DIVISION ACT (EXCERPT)**, 1967 PA 288, MCL 560.261
- **LANDLORD AND TENANT RELATIONSHIPS**, 1972 PA 348 MCL 554.601...554.616,
- **TRUTH IN RENTING ACT**, 1978 PA 454, MCL 554.631...554.641
- **CRIMINAL USURY**, 1968 PA 259, MCL 438.41...438.42,
- **REAL ESTATE TRANSFER TAX**, 1966 PA 134, MCL 207.501...207.513
- **STATE REAL ESTATE TRANSFER TAX ACT**, 1993 PA 330, MCL 207.521...207.537
- **CONDOMINIUM ACT (listed as "f. Michigan Condominium Act)**, 1978 PA 59, MCL 559.101...559.276
- **STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966**, 1966 PA 346, MCL 125.1401...125.1402, MCL 125.1411...125.1499c
- **MICHIGAN ANTITRUST REFORM ACT**, 1984 PA 274, MCL 445.771...445.788,
- **NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT (EXCERPT)**, 1994 PA 451, Part 21 General Real Estate Powers, Subpart 4 Record of Deeds for Tax of Homestead Lands, MCL 324.2109...324.211, Subpart 8, Easements over State owned Lands, MCL 324.2123...2128, Subpart 11 Conservation and Historic Preservation Easement, MCL 324.2140...2144
- **MICHIGAN RIGHT TO FARM ACT (EXCERPT)**, 1981 PA 93, MCL 286.473c
- **RECORDING AFFIDAVITS AFFECTING REAL PROPERTY**, 1915 PA 123, MCL 565.451...565.453

DESCRIPTION OF EXAMINATIONS

EXAMINATION SUMMARY TABLE

Examination	# of Questions	Passing % Score	Passing Raw Score	Time Allowed
Salesperson	115 (115 points)	70	80	180 minutes
Broker	115 (120 points)	75	90	210 minutes

Note: National broker exams include questions that are scored up to two points.

EXPERIMENTAL QUESTIONS

A small number of “experimental” questions (i.e., 5 to 10) 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 testing time. The administration of such unscored, experimental questions is an essential step in developing future licensing exams.

CONTENT OUTLINES

The examination content outlines have been prepared and are periodically updated by committees of professionals who are subject matter experts in real estate practice, real estate instruction, and regulatory issues. The examination content outlines these professionals have prepared identify areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review course material. The outlines list the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

(REAL ESTATE PRINCIPLES AND PRACTICES)

CONTENT OUTLINE

Property ownership (Salesperson 8%; Broker 10%)

- A. Real versus personal property; conveyances
- B. Land characteristics and legal descriptions
 1. Types of legal descriptions; Metes and bounds, Lot and block, government survey
 2. Measuring structures
 3. Livable, rentable, and usable area
 4. Land Measurement
 5. Mineral, air, and water rights
- C. Encumbrances and effects on property ownership
 1. Liens
 2. Easements and licenses
 3. Encroachments
 4. Other potential encumbrances of title
- D. Types of ownership
 1. Tenants in common
 2. Joint tenancy

3. Common- interest ownership
Timeshares
4. Condominiums
Co-ops
5. Ownership in severalty/sole ownership
Life Estate ownership
6. Property ownership held in trust
(BROKER ONLY)

Land use controls and regulations (Salesperson 5%; Broker 5%)

- A. Government rights in land
 1. Property taxes and special assessments
 2. Eminent domain, condemnation, escheat
- B. Government controls
 1. Zoning and master plans
 2. Building codes
 3. Regulation of special land types
 - a) Flood zones
 - b) Wet lands
 4. Regulation of environmental hazards
 - a) Types of hazards
 - b) Abatement and mitigation
 - c) Restrictions on contaminated property
- C. Private controls
 1. Deed conditions or restrictions
 2. Covenants, conditions, and restrictions (CC&Rs)
 3. Homeowners association regulations

Valuation and market analysis (Salesperson 7%; Broker 7%)

- A. Appraisals
 1. Purpose and use of appraisals for valuation
 2. General steps in appraisal process
 3. Situations requiring appraisal by certified appraiser
- B. Estimating Value
 1. Effect of economic principles and property characteristics
 2. Sales or market comparison approach
 3. Cost approach
 4. Income analysis approach
- C. Competitive/Comparative Market Analysis
 1. Selecting comparables
 2. Adjusting comparables

Financing (Salesperson 10%; Broker 8%)

- A. Basic concepts and terminology
 1. Points
 2. LTV
 3. PMI
 4. Interest
 5. PITI
 6. Financing instruments (mortgage, promissory note, etc.)
- B. Types of loans
 1. Conventional loans
 2. FHA Insured loans
 3. VA guaranteed loans
 4. USDA/rural loan programs
 5. Amortized loans
 6. Adjustable-rate mortgage loans
 7. Bridge loans



8. Owner financing (installment and land contract/contract for deed)
- C. Financing and lending
 1. Lending process application through closing
 2. Financing and credit laws and rules
 - a) Truth in lending
 - b) RESPA
 - c) Equal Credit Opportunity
 - d) CFPB/TRID rules on financing and risky loan features
 3. Underwriting
 - a) Debt ratios
 - b) Credit scoring
 - c) Credit history

General principles of agency (Salesperson 13%; Broker 11%)

- A. Agency and non-agency relationships
 1. Types of agents and agencies
 2. Other brokerage relationships (non-agents)
 - a) Transactional
 - b) Facilitators
- B. Agent's duties to clients
 1. Fiduciary responsibilities
 2. Traditional agency duties (COALD)
 3. Powers of attorney and other delegation of authority
- C. Creation of agency and non-agency agreements; disclosure of conflict of interest
 1. Agency and agency agreements
 - a) Key elements of different types of listing contracts
 - b) Key elements of buyer brokerage/tenant representation contracts
 2. Disclosure when acting as principal or other conflict of interest
- D. Responsibilities of agent to customers and third parties, including disclosure, honesty, integrity, accounting for money
- E. Termination of agency
 1. Expiration
 2. Completion/performance
 3. Termination by force of law
 4. Destruction of property/death of principal
 5. Mutual agreement

Property disclosures (Salesperson 6%; Broker 7%)

- A. Property condition
 1. Property condition that may warrant inspections and surveys
 2. Proposed uses or changes in uses that should trigger inquiry about public or private land use controls
- B. Environmental issues requiring disclosure
- C. Government disclosure requirements (LEAD)
- D. Material facts and defect disclosure

Contracts (Salesperson 17%; Broker 18%)

- A. General knowledge of contract law
 1. Requirements for validity
 2. Factors affecting enforceability of contracts
 3. Void, voidable, unenforceable contracts

4. Rights and obligations of parties to a contract
5. Executory and executed contracts
6. Notice, delivery and acceptance of contracts
7. Breach of contract and remedies for breach
8. Termination, rescission and cancellation of contracts
9. Electronic signature and paperless transactions
10. Bilateral vs. unilateral contracts (option agreements)
- B. Contract Clauses, including amendments and addenda
- C. Offers/purchase agreements
 1. General requirements
 2. When offer becomes binding
 3. Contingencies
 4. Time is of the essence
- D. Counteroffers/multiple offers
 1. Counteroffers
 2. Multiple offers

Leasing and Property Management (Salesperson 3%; Broker 5%)

- A. Basic concepts/duties of property management
- B. Lease Agreements
 1. Types of leases, e.g., percentage, gross, net, ground
 2. Key elements and provisions of lease agreements
- C. Landlord and tenant rights and obligations
- D. Property manager's fiduciary responsibilities
- E. ADA and Fair Housing compliance in property management
- F. Setting rents and lease rates (*BROKER ONLY*)

Transfer of Title (Salesperson 8%; Broker 7%)

- A. Title Insurance
 1. What is insured against
 2. Title searches, title abstracts, chain of title
 3. Marketable vs insurable title
 4. Potential title problems and resolution
 5. Cloud on title, suit to quiet title (*BROKER ONLY*)
- B. Deeds
 1. Purpose of deed, when title passes
 2. Types of deeds and when used
 3. Essential elements of deeds
 4. Importance of recording
- C. Escrow or closing; tax aspects of transferring title to real property
 1. Responsibilities of escrow agent
 2. Prorated items
 3. Closing statements/TRID disclosures
 4. Estimating closing costs
 5. Property and income taxes
- D. Special processes
 1. Foreclosure
 2. Short sale
- E. Warranties
 1. Purpose of home or construction warranty programs

2. Scope of home or construction warranty programs

Practice of real estate (Salesperson 13%; Broker 14%)

- A. Trust/escrow accounts
 1. Purpose and definition of trust accounts, including monies held in trust accounts
 2. Responsibility for trust monies, including commingling/conversion
- B. Federal fair housing laws and the ADA
 1. Protected classes
 2. Prohibited conduct (red-lining, blockbusting, steering)
 3. Americans with Disabilities (ADA)
 4. Exemptions
- C. Advertising and technology
 1. Advertising practices
 - a) Truth in advertising
 - b) Fair housing issues in advertising
 2. Use of technology
 - a) Requirements for confidential information
 - b) Do-Not-Call List
- D. Licensee and responsibilities
 1. Employee
 2. Independent Contractor
 3. Due diligence for real estate transactions
 4. Supervisory responsibilities (BROKER ONLY)
 - a) Licensees
 - b) Unlicensed personnel
- E. Antitrust laws
 1. Antitrust laws and purpose
 2. Antitrust violations in real estate

Real estate calculations (Salesperson 10%; Broker 8%)

- A. Basic math concepts
 1. Loan-to-value ratios
 2. Discount points
 3. Equity
 4. Down payment/amount to be financed
- B. Calculations for transactions
 1. Property tax calculations
 2. Prorations
 3. Commission and commission splits
 4. Seller's proceeds of sale
 5. Buyer funds needed at closing
 6. Transfer fee/conveyance tax/revenue stamps
 7. PITI (Principal, Interest, Taxes and Insurance) payments
- C. Calculations for valuation, rate of return (BROKER ONLY)
 1. Net operating income
 2. Depreciation
 3. Capitalization rate
 4. Gross Rent and gross income multipliers

**(MICHIGAN SPECIFIC PORTION)
MICHIGAN STATE LAWS AND RULES**

and Regulatory Affairs; "Board" refers to the Board of Real Estate Brokers and Salespersons]

Duties and Powers of the Department and the State Board of Real Estate (Salesperson-3 Items, Broker-3 Items)

- a. General powers
- b. Investigations, conferences, hearings, and exemptions
- c. Penalties

Licensing Requirements (Salesperson-5 Items, Broker-4 Items)

- a. Activities requiring a license and exemptions
- b. Types of licenses
- c. Eligibility for licensing
- d. License renewal, including continuing education
- e. Transfer or change in license

Statutory Requirements Governing the Activities of Licenses (Salesperson-10 Items, Broker-15 Items)

- a. Advertising
- b. Commissions and Specific Services for Which Fees may be charged
- c. Disclosure/conflict of interest
- d. Handling of contracts, documents, listing and recommendations
- e. Handling of monies and trust accounts
- f. Place of business/branch office requirements (Broker Only)
- g. Record keeping
- h. Inducements
- i. Alternative Dispute Resolution vs. Arbitration (Broker only)
- j. No disclosure duty attaches to stigmatized property
- k. Closing responsibilities

Contractual Relationships (Salesperson - 5 Items, Broker - 5 Items)

- a. Agency relationships available in MI
 1. Transaction coordinator
 2. Designated agency
 3. Dual agency
 4. Agency disclosures
- b. Broker/Salesperson relationships
- c. Service Provision Agreements (Listings, Buyer Broker)

Additional State Topics (Salesperson-12 Items, Broker-13 Items)

- a. Land Division Act - Public Act 591 (Disclosure of Private Road)
- b. Michigan fair housing
 1. Elliott-Larsen Civil Rights Act
 2. Persons with Disabilities Civil Rights Act
- c. Landlord Tenant Relationship Act, Truth in Renting Act
- d. Usury laws (Broker only)
- e. State Transfer Tax
- f. Michigan Condominium Act
- g. Michigan State Housing Development Authority (MSHDA)
- h. Uniform State Anti-trust Act
- i. Michigan Right to Farm Act (Seller's Disclosure Required)
- j. Changes in the Land Contract Laws (Dodd Frank Law-federal)

[NOTE: On examination questions dealing with Michigan Laws and Rules, "Department" refers to the Department of Licensing



SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the National real estate salesperson and broker examinations. They are intended primarily to familiarize you with the style and format of questions you can expect to find in the examinations. The examples do NOT represent the full range of content or difficulty levels found in the actual examinations.

SAMPLE SALESPERSON QUESTIONS

- A. Which of the following interests in property is held by a person who is granted a lifetime use of a property that will be transferred to a third party upon the death of the lifetime user?
1. A life estate.
 2. A remainder estate.
 3. An estate for years.
 4. A reversionary estate.
- B. Which of the following statements BEST identifies the meaning of the term, "rescission of a contract"?
1. A ratification of a contract by all parties.
 2. A return of all parties to their condition before the contract was executed.
 3. A transfer or assignment of a particular responsibility from one of the parties to another.
 4. A review of the contract by the legal counsel of either party that may result in a cancellation without penalty or further obligation.
- C. Which of the following clauses in a mortgage allows the lender to demand loan repayment if a borrower sells the property?
1. Defeasance
 2. Prepayment
 3. Acceleration
 4. Alienation
- D. How much cash MUST a buyer furnish in addition to a \$2,500 deposit if the lending institution grants a 90% loan on an \$80,000 property?
1. \$5,500.
 2. \$6,975.
 3. \$7,450.
 4. None of the above.
- E. Which of the following single-family residences would get the MOST accurate appraisal by applying the reproduction cost approach to value?
1. A rental property.
 2. A vacant property.
 3. A new property.
 4. An historic property.

Answers to Sample Salesperson Questions:

A: 1; B: 2; C: 4; D: 1; E: 4

SAMPLE BROKER QUESTIONS (SCENARIO-BASED)

Scenario:

You are hosting an open house. Mr. and Mrs. Charles Martin come into the house. You greet them and show them the house. The Martins tell you the house is exactly what they are looking for and they are very interested in purchasing it. You then give them information showing the various types of financing available with down payment options and projected payments.

Mr. Martin tells you they have been working with Mary Hempstead of XX Realty, a competing real estate company. Before leaving, you thank them for coming and give them your business card.

- A. The first thing on Monday morning, Mrs. Martin calls and indicates they have tried to reach Mary and cannot. They indicate they have a written buyer's agent agreement with Mary's broker. They are afraid someone else is going to buy the house. Which of the following should you do? Select the best answer.
1. Seek advice from your supervising broker.
 2. Tell them to come to your office.
 3. Ask them to bring the buyer's agency agreement to you for your interpretation.
 4. Tell them to be patient and continue trying to reach Mary.
 5. Tell them to call Mary's supervising broker or branch manager.
 6. Tell them you are really sorry, but there is nothing you can do.
- B. The Martins come to your office and explain that neither Mary nor her supervising broker are available. They insist you immediately write an offer for the house. How should you proceed? Select the best answer.
1. Write the offer after entering into a buyer's broker agreement with them.
 2. Write the offer after explaining they may owe Mary's broker a commission.
 3. Write the offer after trying to contact Mary's broker yourself.
 4. Refuse to write an offer and explain that doing so would be unethical.
 5. Refuse to write and offer since it would be illegal.
 6. Refuse to write the offer and tell the Martins to contact another Salesperson in Mary's office.

Answers (Points) to Sample Broker Questions:

A. 1 (2 points), 2 (1 point), 3 (0 point), 4 (0 point), 5 (1 point) , 6 (0 point);

B. 1 (1 point), 2 (2 points), 3 (1 point), 4 (0 point), 5 (0 point) , 6 (0 point);



COMPLETING THE EXAMINATION REGISTRATION FORM

*****VERY IMPORTANT*** **PRIOR TO TESTING****

SALESPERSON CANDIDATES:

Before applying to PSI to take your Real Estate **SALESPERSON** licensing examination you must first access the State of Michigan's iCOLA website located at www.michigan.gov/realestate and select iCOLA on the bottom left to apply for licensure.

Only those candidates wishing to pay the examination fee by Cashier's Check or money order, or those candidates that prefer to mail or fax the examination information, need to complete the registration form. All others may register and schedule either online or by telephone.

Upon authorization by the Department to test, you may proceed with the Examination Registration and Scheduling process. The Department will electronically submit your authorization to test information to PSI.

BROKER CANDIDATES:

Real Estate **BROKER** licensing examination candidates do NOT need to apply to the state before testing.

Only those candidates wishing to pay the examination fee by Cashier's Check or money order, or those candidates that prefer to mail or fax the examination information, need to complete the registration form. All others may register and schedule either online or by telephone. You must use your social security number as the ID# when scheduling.

For questions about licensure requirements, please access the State of Michigan Real Estate web page at www.michigan.gov/realestate .

1. **Legal Name** Print your legal name in the boxes provided, using one box per letter. If your name is longer than the boxes allow, print as many letters as possible. **NOTE: If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your examination registration form and your two forms of VALID identification.**
2. **Social Security Number** You must include your Social Security Number on the registration form. This number is required by the Department in order to issue you a license. Your Social Security Number is held in the strictest of confidence.
3. **Mailing Address** Your license must include a mailing address. PO Box numbers alone are not acceptable. Print only one letter or number per box. Do not include punctuation marks; leave blank spaces to show spaces.
4. **Telephone** Please provide both home and office telephone numbers (including area codes).
5. **Email Address** Please provide your email address.
6. **Date of Birth** Please provide your date of birth (i.e., "09-18-60" for September 18, 1960).
7. **Examination Type** Check the box indicating the examination for which you are registering: Salesperson or Broker.
8. **Examination Fee** You must include the correct examination fee.
9. **Exam Accommodations Request** If you will require exam accommodations because of a disability, please check "YES." If you have checked "YES," follow the instructions on the Registration Form to obtain an exam accommodations request form. (For more information, please refer to the Exam Accommodations section on page 3 of this Candidate Information Bulletin).
10. **Affidavit** Sign and date this Examination Registration Form in the space provided.





MICHIGAN REAL ESTATE LICENSING EXAMINATION REGISTRATION FORM

Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. 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.

1. Legal Name: [Grid] Last Name [Grid] (Jr/III)

[Grid] First Name [Grid] Middle Name

2. Social Security: [Grid] - [Grid] - [Grid] (FOR IDENTIFICATION PURPOSES ONLY)

3. Mailing Address: [Grid] Number, Street [Grid] Apt/Ste

[Grid] City [Grid] State [Grid] Zip Code

4. Telephone: Home [Grid] - [Grid] Office [Grid] - [Grid]

5. Email: _____ 6. Date of Birth: [Grid] - [Grid] - [Grid] MM DD YY

7. Examination: (Check one): [] Salesperson \$79 [] Broker \$79
(Check one): [] FIRST TIME [] RETAKE

8. Total Fee \$79. You may pay by credit card, money order, company check or cashier's check only. Cash and personal checks are not accepted.

If paying by credit card, check one: [] VISA [] MasterCard [] American Express [] Discover

Card No: _____ Exp. Date: _____

Card Verification No: _____ 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).

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

9. I am requesting exam accommodations due to a documented disability that falls under the Americans with Disabilities Act (ADA). [] YES [] NO

If yes, you must fill out the exam accommodations request form found at www.psiexams.com. Select Michigan, and the license type, and the form will be found under "Information Links".

10. Affidavit: I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the candidate information bulletin.

Signature: _____ Date: _____

When you have finished this form in its entirety, please mail the form, along with the appropriate fees, to the address below.

PSI licensure:certification * ATTN: Examination Registration MI RE
3210 E Tropicana * Las Vegas, NV * 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929
www.psiexams.com

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