

**ILLINOIS**

**FOR  
SALE**



**Real Estate  
Examination  
Program**

# **Candidate Handbook**

Effective December 2006



**APPLIED MEASUREMENT PROFESSIONALS, INC.**



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**QUESTIONS ABOUT LICENSING**

Questions regarding license application or information concerning licensure requirements should be directed to:

Illinois Department of Financial and Professional Regulation  
500 E. Monroe, Ste. 200  
Springfield, IL 62701-1509  
217/782-3414  
Web: [www.ildfpr.com](http://www.ildfpr.com)

**HOW TO CONTACT AMP**

For inquiries and general registration information write or call:

Examination Services  
AMP  
8310 Nieman Road  
Lenexa, Kansas 66214-1579  
913/541-0400  
800/345-6559  
Fax: 913/752-4960  
Web: [www.goAMP.com](http://www.goAMP.com)  
e-mail: [info@goAMP.com](mailto:info@goAMP.com)



## INTRODUCTION

The State of Illinois has retained the services of Applied Measurement Professionals, Inc. (AMP) to develop and administer their real estate examination program. As a full-service testing company, AMP provides expertise and support to associations, state credentialing agencies and private industry in examination development, scoring and reporting of examinations.

AMP provides a range of services to the states that use the Real Estate Examination Program (REP). This booklet provides information that you will need to register for the Illinois Real Estate Licensing Examinations. Be sure to keep the booklet after you have registered for the examination; you may wish to refer to it later.

The real estate examinations are developed through a combined effort of real estate experts and testing professionals. Real estate practitioners and educators write the questions. Experts in the fields of both real estate and testing review the questions to ensure that they are accurate in their content and representative of good question-writing procedures. Representatives from states participating in the AMP Real Estate Examination Program review the questions to make certain that the content of the questions is accurate and relevant to real estate practices in their own states. Finally, all questions are revised and updated on a continual basis to reflect the current laws and practices in the changing real estate field.

The examination content outline used to develop the examinations is based on a job analysis and expert judgment. It reflects areas of knowledge required to perform those tasks that practicing real estate salespersons and brokers judged to be important. Real estate experts who write questions for AMP use this content outline as a guide. Thus, examinees are tested only on subjects judged by real estate brokers and salespersons as most important for beginning licensees to know.

The content outline does not include topics, such as promotional skills, that may be helpful to success in the industry. Since the purpose of licensure testing is to protect the consumer rather than to guarantee success in practice, the examinations focus on the knowledge you must have to protect the consumer and your ability to apply that knowledge to a consumer's particular situation. Similarly, the examinations include some technical language not used in your everyday conversations. You must learn that language to become a part of the profession and be able to explain its meaning to customers and clients.

Applied Measurement Professionals, Inc.  
Real Estate Examination Program  
8310 Nieman Road  
Lenexa, KS 66214-1579  
913/541-0400  
800/345-6559  
Web: [www.goAMP.com](http://www.goAMP.com)  
e-mail: [info@goAMP.com](mailto:info@goAMP.com)

## STATEMENT OF NONDISCRIMINATION

AMP does not discriminate among candidates on the basis of age, gender, race, religion, national origin, disability or marital status.

## EXAMINATION INFORMATION

The following Illinois Real Estate Licensing Examinations are administered by AMP under a contract with the Illinois Department of Financial and Professional Regulation:

- Salesperson
- Broker
- Leasing Agent
- Instructor (Individuals applying for the Instructor examination should contact AMP at 800/345-6559 for more information and an Instructor's handbook.)

This booklet contains general information regarding the examinations and the testing process. For specific information about licensing procedures, contact the Illinois Department of Financial and Professional Regulation.

## ILLINOIS LICENSE REQUIREMENTS AND QUALIFICATIONS

### ■ Salesperson

To be eligible for the Illinois Real Estate Salesperson Examination, candidates must meet all of the requirements in one of the following categories:

#### **Category A – 45-Class-Hour Qualification**

To qualify for an Illinois Real Estate Salesperson's license under Category A, applicants must:

1. Be at least 21 years old;
2. Have graduated from high school or obtained the equivalent of a high school degree (GED);
3. Have successfully completed the 45-class-hour Real Estate Transactions course at a real estate school approved by the Department of Financial and Professional Regulation.

**Note:** Persons qualifying under Category A **MUST** bring an **original** Uniform Real Estate Transcript, bearing an embossed seal, to the test center on the day of the examination. Your transcript will NOT be accepted if altered by any method (e.g., correction fluid, handwritten or typed). **THE UNIFORM REAL ESTATE TRANSCRIPT IS VALID FOR THREE YEARS FOLLOWING COMPLETION OF THE COURSE.**

## **Category C – Attorney Qualification**

To qualify for an Illinois Real Estate Salesperson's license under Category C, applicants must:

1. Be at least 21 years old; and
2. Be admitted to practice law by the Illinois Supreme Court.

**NOTE:** Persons qualifying under Category C must register for the examination by submitting the registration form found in this handbook, the consent to audit form, and a photocopy of their current Illinois attorney registration pocket card certificate by mail to AMP at the address provided on the form for approval prior to taking the examination.

## **Category D – Reciprocity Qualification**

To qualify for an Illinois Real Estate Salesperson license under Category D, applicants must:

1. Be at least 21 years old;
2. Be a resident of the reciprocal state at the time of application for examination as well as licensure.

**Documentation Required:** *Certification required from each state of licensure. (See page 25.) NOTE: It will be necessary for the applicant to contact the DFPR to obtain a reciprocity application. Please contact DFPR at 217/782-3414 or visit the DFPR's Web site at [www.ildfpr.com](http://www.ildfpr.com).*

Candidates applying for licensure on the basis of reciprocity need only take the Illinois State Supplemental examination.

## **Category E – 18-21 Year Old Qualification**

Prior approval must be given by the Department of Financial and Professional Regulation in order to qualify under Category E.

To qualify for an Illinois Real Estate Salesperson license under Category E, applicants must:

1. The minimum age of 21 years shall be waived for any person seeking a license as a real estate salesperson who has attained the age of 18;
2. Have graduated from high school or obtained the equivalent of a high school degree (GED); and
3. Have successfully completed at least 4 semesters of post-secondary school study as a full-time student or the equivalent, with major emphasis on real estate courses, at a school approved by the Department of Financial and Professional Regulation.

**Documentation Required:** *An **original** transcript showing at least four semesters of post-secondary school study as a full-time student or the equivalent, with major emphasis on real estate courses, at a school approved by the Department of Financial and Professional Regulation.*

**NOTE:** Persons registering under Category E MUST register for examination by submitting the registration form found in this handbook and all documentation by mail to

AMP at the address provided on the form for approval prior to taking the examination.

## **■ Broker**

To be eligible for the Illinois Real Estate Broker Examination, candidates must meet all of the requirements in one of the following categories:

### **Category A-1 – 120-Class-Hour Qualification**

To qualify for an Illinois Real Estate Broker's license under Category A-1, applicants must:

1. Be at least 21 years old;
2. Have graduated from high school or obtained the equivalent of a high school degree (GED); and
3. Have successfully completed the 120-class-hour Real Estate Transactions course. A candidate cannot accrue an additional 45-class-hour of credit by repeating the Real Estate Transactions course. **Note:** An applicant for a broker license who is licensed as an Illinois real estate salesperson is presumed to have completed a 45 credit hour Real Estate Transactions course provided that the licensee has not been nonrenewed for the preceding two years or more.
4. Have completed 75 class hours of broker courses at a real estate school approved by the Department of Financial and Professional Regulation in the following manner:

#### **Mandatory Courses (45 hours)**

Brokerage Administration (15 hours)  
Contracts and Conveyances (15 hours)  
Advanced Principles 2000 (15 hours)

#### **Elective Courses (30 hours – any two listed below)**

Real Estate Appraisal (15 hours)  
Property Management (15 hours)  
Financing (15 hours)  
Sales and Brokerage (15 hours)  
Farm Property Management (15 hours)  
Real Property Insurance (15 hours)  
Other approved elective (15 hours)

**THE UNIFORM REAL ESTATE TRANSCRIPT IS VALID FOR THREE YEARS FOLLOWING COMPLETION OF THE COURSE. THREE YEARS IS DETERMINED BASED UPON THE GRADUATION DATE OF THE FIRST COMPLETED COURSE.**

**Documentation Required:** *An **original** Uniform Real Estate Transcript, from an approved Illinois provider, bearing an embossed seal documenting 120 course hours.*

### **Category A-2 – Active Salesperson license and 75-Class Hour Qualification**

To qualify for an Illinois Real Estate Broker's license under Category A-2, applicants must:

1. Be at least 21 years old;
2. Hold a valid Illinois real estate salesperson license;

3. Have completed 75 class hours of broker courses at a real estate school approved by the Department of Financial and Professional Regulation in the following manner:

Mandatory Courses (45 hours)

Brokerage Administration (15 hours)  
Contracts and Conveyances (15 hours)  
Advanced Principles 2000 (15 hours)

Elective Courses (30 hours – any two listed below)

Real Estate Appraisal (15 hours)  
Property Management (15 hours)  
Financing (15 hours)  
Sales and Brokerage (15 hours)  
Farm Property Management (15 hours)  
Real Property Insurance (15 hours)  
Other approved elective (15 hours)

**THE UNIFORM REAL ESTATE TRANSCRIPT IS VALID FOR THREE YEARS FOLLOWING COMPLETION OF THE COURSE.**

**Documentation Required:** An *original* Uniform Real Estate Transcript, from an approved Illinois provider, bearing an embossed seal documenting 75 course hours.

**Category C – Attorney Qualification**

To qualify for an Illinois Real Estate Broker's license under Category C, applicants must:

1. Be at least 21 years old; and
2. Be admitted to practice law by the Illinois Supreme Court.

**NOTE:** Persons qualifying under Category C **MUST** register for the examination by submitting the registration form found in this handbook and a photocopy of their current Illinois attorney registration pocket card certificate by mail to AMP at the address provided on the form for approval prior to taking the examination.

**Category D – Reciprocity Qualification**

To qualify for an Illinois Real Estate Broker license under Category D, applicants must:

1. Be at least 21 years old;
2. Have graduated from high school or obtained the equivalent of a high school degree (GED);
3. Be a resident of the reciprocal state at the time of application for examination as well as licensure; and
4. Brokers must be actively licensed in the reciprocal state for a minimum of two years.

Candidates applying for licensure on the basis of reciprocity need only take the Illinois State Supplemental examination.

**Documentation Required:** Certification required from each state of licensure. (See page 25.) **NOTE:** It will be necessary for the applicant to contact the DFPR to obtain a reciprocity application. Please contact DFPR at 217/782-3414 or visit DFPR's Web site at [www.ildfpr.com](http://www.ildfpr.com).

**■ Leasing Agent**

To be eligible for the Illinois Real Estate Leasing Agent Examination, candidates must meet all of the following requirements:

1. Be at least 18 years old;
2. Have graduated from high school or obtained the equivalent of a high school degree;
3. Have successfully completed the 15-class-hour Leasing Agent course or 45 class hour salesperson course; and
4. Have completed coursework at a real estate school approved by the Department of Financial and Professional Regulation.

**NOTE:** Persons qualifying for the Leasing Agent examination **MUST** bring an **original** Uniform Real Estate Transcript, bearing an embossed seal, to the Assessment Center on the day of the examination. Your transcript will **NOT** be accepted if altered by any method (e.g., correction fluid, handwritten type). **THE UNIFORM REAL ESTATE TRANSCRIPT IS VALID FOR THREE YEARS FOLLOWING COMPLETION OF THE COURSE.**

**HOW THE EXAMINATION IS ADMINISTERED**

The Illinois Real Estate Licensing Examinations are administered via computer by appointment only Monday through Friday at 9:00 a.m. and 1:30 p.m. Saturday testing is available at select locations. Please visit [www.goAMP.com](http://www.goAMP.com) for a complete listing of available Assessment Centers. AMP Assessment Centers are typically located in H&R Block Offices. Once you enter the H&R Block Office, look for the signs indicating AMP Assessment Center Check-in.

A Saturday testing schedule is included with this handbook.

**■ Holidays**

Examinations will not be offered on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve
- Christmas Day
- New Year's Eve Day

## EXAMINATION FEE

Salesperson & Broker Examination Fee:	\$49
Leasing Agent Examination Fee:	\$49

Payment may be made by credit card (VISA, MasterCard, American Express or Discover), cashier's check or money order made payable to AMP. Examination fees are not refundable or transferable and expire within 90 days.

Credit card transactions that are declined will be subject to a \$25 handling fee. You must send a certified check or money order for the amount due, including the handling fee, to AMP to cover declined credit card transactions.

## SCHEDULING AN EXAMINATION APPOINTMENT

Examinations may be scheduled only after a Uniform Real Estate Transcript has been issued by a licensed Pre-License School. Those individuals scheduling examinations prior to course completion will be subject to forfeiture of examination fee and may be forced to reschedule at a later date.

### *If you are registering for the Salesperson or Broker examination as a/an:*

- 18-21 year old (Salesperson only)
- Attorney

Individuals registering for an examination as described above MUST submit the registration form and required documentation by mail to AMP for approval prior to taking the examination. **Registration materials for applicants in these categories may not be faxed.** Call AMP at 800/345-6559 approximately 7 to 10 business days after mailing your registration materials to schedule an examination.

### *All other applicants may register by one of the following routes*

1. **Schedule Online:** You may schedule an examination appointment online at any time by using our Online Application/Scheduling service at [www.goAMP.com](http://www.goAMP.com). To use this service on our website, follow these easy steps:
  - Go to <http://ilre.goAMP.com> and select "Candidates."
  - Follow the simple, step-by-step instructions to choose your examination program and register for the examination. Please have your credit card available for online payment of examination fees.

OR

2. **Telephone Scheduling:** Call AMP at 800/345-6559 to schedule a testing appointment. This toll-free number is answered from 7:00 a.m. to 7:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 5:00 p.m. on Friday, and 8:30 a.m. to 5:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.

OR

3. **Fax your registration form**

Complete the registration form included in this handbook and fax it to AMP at the number included on the form. All sections of this form must be completed. Within 24 hours of receiving your faxed registration form, AMP will fax you a notice that it has been received. This option is available only for individuals paying the examination fee by credit card.

OR

4. **Mail your registration form**

This is a two-step process:

First, complete the registration form included in this handbook and mail it to AMP with the examination fee (paid by cashier's check or money order) to the address indicated on the form. All sections of this form must be completed. This form will be returned, if it is incomplete, illegible or submitted with an incorrect fee.

Second, call AMP at 800/345-6559 at least 7-10 business days after mailing your registration form to schedule an examination appointment.

If special accommodations are being requested, please submit the Request for Special Examination Accommodations Form included on page 19 prior to contacting AMP at 800/345-6559 to schedule your examination.

When you contact AMP to schedule an appointment, please be prepared to confirm a date and location for testing and to provide your name and Social Security number. Note: Your Social Security number is required for unique identification. All individuals are scheduled on a first-come, first-served basis. Refer to the following chart.

If you call AMP by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

You will be notified of the time to report to the Assessment Center. Please make a note of it since you will NOT receive an admission letter. You will only be allowed to take the examination type for which you have applied; no changes in examination type will be made at the Assessment Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED to the Assessment Center.**

## ■ Special Arrangements for Candidates with Disabilities

AMP is interested in ensuring that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of registration that wheelchair access is necessary.
2. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements using the form included on page 19 of this handbook.

Candidates requesting special accommodations will be required to submit documentation of their disability via fax or mail before they are scheduled for an examination. All special arrangements will be made on an individual basis. Please inform AMP of your need for special accommodations when scheduling your examination.

## TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (CST) Monday-Friday at 913/495-4437. This TDD phone option is for individuals equipped with compatible TDD machinery.

## EXAMINATION APPOINTMENT CHANGES

A candidate may reschedule an examination appointment at no charge once by calling AMP at 800/345-6559 at least four business days prior to the scheduled testing session. (See the following table.)

If the examination is scheduled on...	AMP must be contacted by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

## MISSED APPOINTMENTS AND CANCELLATIONS

A candidate will forfeit the application and all fees paid to take the examination under the following circumstances. A complete application and examination fee are required to reapply for the examination.

- The candidate wishes to reschedule an examination but fails to contact AMP at least four business days prior to the scheduled examination session.
- The candidate wishes to reschedule a second time.
- The candidate appears more than 15 minutes late for an examination.
- The candidate fails to report for an examination appointment.
- The candidate fails to present the required documents (proper ID, transcripts, etc.) on the day of the examination.

## INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center. If power to a testing center is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Candidates may contact AMP's Weather Hotline at 913/495-4418 (24 hours/day) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

## NO REFUNDS

Candidates failing to arrive at the Assessment Center on the dates and times they are scheduled for examination will not be refunded any portion of their examination fees and must reregister by contacting AMP; examination fees may NOT be transferred to another appointment.

Candidates arriving more than 15 minutes late for an appointment, or failing to present the appropriate identification or required documentation will not be admitted, will forfeit their examination fee, and must reregister for the examination by contacting AMP.

## PREPARING FOR THE EXAMINATION

The study and test-taking advice described here may be helpful as you prepare for the examination. Try to be objective about your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Use learning techniques, such as reading or audiovisual aids. Be sure you find a quiet place to study where you will not be interrupted. We suggest you concentrate your study efforts on a few carefully chosen textbooks.

### ■ Test-taking Advice

1. The examination will be timed and the computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. If you choose to turn off the time feature, you should pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.
2. Be sure to answer each question, even the ones for which you are uncertain. Avoid leaving any questions unanswered; this will maximize your chances of passing. It is better to guess than to leave a question unanswered; there is no penalty for guessing.

## EXAMINATION CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. Information regarding the content of the examination you will be taking is presented in the following sections.

### ■ Salesperson and Broker

The Illinois Real Estate Salesperson and Broker Licensing Examinations consist of two parts:

- (1) National Real Estate Examination (national portion)
- (2) Illinois Real Estate Supplement Examination (state portion)

On the first attempt, candidates must take both portions of the examination unless they are a candidate for reciprocity.

The questions on these examinations are designed to measure your ability to understand and apply the fundamental principles of real estate. There are two general types of questions. The first is based on general information about real estate; the second, on the ability to apply fundamental real estate laws, principles and methods to familiar problems. Both types of questions require knowledge of real estate laws, principles and methods. Comprehension of basic real estate mathematical computations is necessary for each examination. The total time allowed for both portions of the examination is 3½ hours. When taking both portions, the questions on the two portions will be intermixed and will not appear as separate sections.

### ■ National Portion

Both the National Salesperson and Broker examinations are based upon six major content areas. Although the topics of the major content areas are the same for the Salesperson and Broker examinations, the emphasis devoted to the content areas differs in the two examinations.

Each of the content areas is briefly described below and followed by an outline of the topics included. In addition, the number of questions devoted to each in the Salesperson and Broker examinations is indicated for each major content area. Both the National Salesperson examination and the National Broker examination are composed of 100 questions that are used to compute your score. In addition to the questions used to compute your score, the examination may include five questions that are being “pretested” for use in future versions of these examinations. These pretest questions are not identified, and your answers to them do not affect your score. At least 10 percent of the questions in each examination require mathematical calculations.

Real Estate Examination Program National Examination Content Outline			
		Number of Questions	
		Broker	Salesperson
1.	Listing Property	31	34
2.	Selling Property	21	22
3.	Property Management	14	12
4.	Settlement/Transfer of Ownership	14	17
5.	Financing	10	12
6.	Professional Responsibilities/ Fair Practice/Administration	10	3

## Sample Questions

The following illustrate the type of questions used in the National Salesperson and Broker examinations. These sample questions do not represent the full range of content or difficulty levels contained in the examinations. They are intended to help you become familiar with the types and formats of questions on the examination. Read each question and decide which answer is best. You may then check your answers with the answer key that follows. The answer key also shows the topic being tested; the topic refers to the content outline included in the back of this handbook.

### SALESPERSON EXAMINATION SAMPLE QUESTIONS

- Baird bought two rectangular lots, each of which measures 244' x 250'. Approximately how many total acres will be in the two lots combined?
  - 2.8
  - 3.2
  - 5.6
  - 7.0
- A person has been using a property for a long time. That person's rights have been determined to supersede those of the fee simple owner. This is called which of the following?
  - escheat
  - homestead
  - eminent domain
  - adverse possession
- A property has been condemned by the city so that the land can be used to build a better approach to the municipal hospital's emergency entrance. Which of the following powers is the city exercising?
  - power of attorney
  - police power
  - eminent domain
  - escheat
- A salesperson deliberately shows a buyer homes in only one subdivision where many people of the buyer's religious faith live. Has the salesperson violated any law?
  - Yes, because a salesperson must show a prospective buyer homes in at least three different areas.
  - Yes, because a salesperson cannot discriminate on the basis of religion when showing property to a buyer.
  - No, because the salesperson's broker is responsible for any violations of law.
  - No, because there was no intent to discriminate on the basis of race or national origin.

- A licensee who works for ABC Realty obtains a listing. Two days later, the licensee begins working for XYZ Realty. Which of the following is true regarding this listing?
  - The listing is transferred to XYZ Realty.
  - The licensee is entitled to compensation when she begins working for XYZ Realty.
  - The listing remains with ABC Realty.
  - The listing is automatically terminated.

### Salesperson Answer Key

<u>Item #</u>	<u>Key</u>	<u>Topic*</u>
1.	A	1A2
2.	D	4D5
3.	C	4D7
4.	B	2A7
5.	C	1C1

\* Refer to detailed content outline in the back of this handbook.

### BROKER EXAMINATION SAMPLE QUESTIONS

- An investor is considering the purchase of a shopping center. An estimate of the value of the real property should be
  - inversely proportional to the property's remaining physical life.
  - based on the depreciated cost of improvements plus the land value.
  - proportional to the location of the building.
  - based on the capitalization of projected future net income.
- A residential lease would be terminated by which of the following?
  - the lessor becomes incompetent
  - death of the lessor
  - sale of the property
  - a bilateral agreement
- In a deed, the clause that conveys the title is known as the
  - alienation clause.
  - granting clause.
  - dedication clause.
  - habendum clause.

4. A buyer who is confined to a wheelchair wishes to purchase a property a broker advertised for sale in a newspaper. The broker honestly believes the buyer may have access problems with the property. To save the buyer trouble, the broker does not show the advertised property. Which of the following best describes the broker's actions?
  - A. The broker is in violation of the law.
  - B. The broker's actions were warranted since he acted in good faith.
  - C. The broker was within his rights since the buyer was not aware of the access problem.
  - D. The broker is in violation unless a comparable barrier-free home is available.
  
5. Carr used her VA guarantee to purchase a home. Later Carr sold this home, paid off the mortgage, and made an offer on another, more expensive home. Which statement about the financing of this second home is true?
  - A. Carr may use a full, new VA guarantee to finance the home because she has repaid the first loan.
  - B. Carr must wait to use a VA-guaranteed loan because she bought and sold the first house within a five-year period.
  - C. Carr may use only one-half of her VA entitlement because VA loans on second homes are guaranteed for one-half of the original entitlement.
  - D. Carr may not use a VA-guaranteed loan because they are available only for mortgage loans on first homes.

## ■ Sample National Real Estate Salesperson Examination

The Sample National Real Estate Salesperson Examination is available in web-based and paper-and-pencil formats. To order the online sample examination, please visit [www.goAMP.com](http://www.goAMP.com) and click on "Products," "Practice Tests" and "Real Estate Examination Program." Two versions of the web-based Sample Examination are available. The cost of the basic version is \$15. The cost of the enhanced version that provides detailed explanations of the answers is \$25. Both are available with payment by credit card through the online store. To order the sample examination in paper-and-pencil format, please complete the order form included in this handbook. No duplication of the sample examination is allowed. The examination is copyrighted by AMP.

## TAKING THE EXAMINATION

Your examination will be given on computer at an AMP Assessment Center. You do not need any computer experience or typing skills to take your examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled examination time. Look for signs indicating AMP Assessment Center Check-in. **A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED EXAMINATION TIME WILL NOT BE ADMITTED.**

## ■ Identification

To gain admission to the Assessment Center, a candidate needs to present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification.

**YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE ASSESSMENT CENTER.** Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your testing fee.

### Broker Answer Key

Item #	Key	Topic*
1.	D	1C19
2.	D	3A4
3.	B	4C6
4.	A	2A5
5.	A	5B3

\* Refer to detailed content outline in the back of this handbook.

## RULES FOR THE EXAMINATION

### ■ Security

AMP maintains examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, personal digital assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- No programmable calculators are permitted. Only silent, hand-held, solar-or battery-operated calculators without paper tape-printing capabilities or alphabetic keypads, may be used. Financial calculators are allowed if they meet these specifications. Calculator malfunction during an examination does not constitute grounds for challenging examination scores or requesting additional testing time.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the testing room and AMP is not responsible for items left in the reception area.

### ■ Examination Restrictions

- No personal belongings will be allowed in the Assessment Center.
- Pencils will be provided during check-in.
- You will be provided with scratch paper to use during the examination, which must be returned to the supervisor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

### ■ Misconduct

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- uses electronic communications equipment such as pagers, cellular phones, PDAs;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

### ■ Copyrighted Examination Questions

All examination questions are the copyrighted property of AMP. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

### ■ Practice Examination

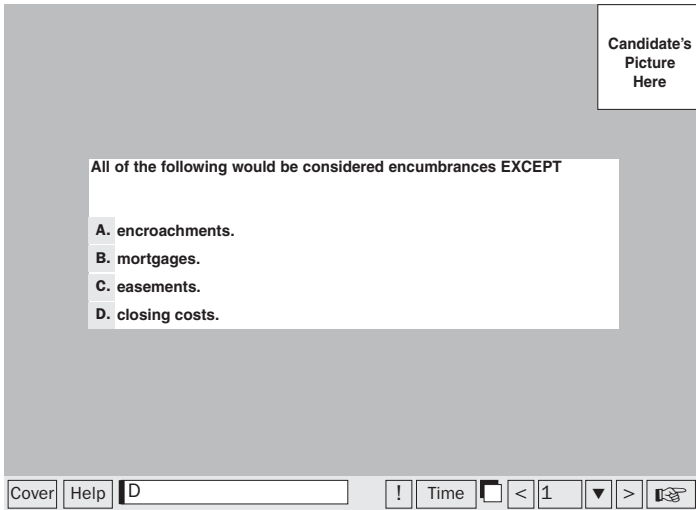
After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your Social Security number. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

### ■ Timed Examination

Following the practice examination, you will begin the actual examination. Before beginning, instructions for taking the examination will be provided on-screen. The following time limits will be in effect for each examination.

<u>Examination</u>	<u>Time Allotted</u>
Salesperson (national and state portion)	3½ hours
Broker (national and state portion)	3½ hours
Leasing Agent	2 hours
<u>Salesperson or Broker Examination</u>	
<i>State</i> portion ONLY	1½ hours
<i>National</i> portion ONLY	2½ hours



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the “Time” box in the lower right portion of the screen or select the Time key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking in the option using the mouse. To change your answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or select the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.

## ■ Candidate Comments

During the examination, online comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided. Additional time will NOT be provided for comment submission.

## FOLLOWING THE EXAMINATION

After you finish the examination, you will be required to answer the following candidate screening questions. Candidates must answer these questions and provide any required documentation when applying for a license.

1. Are you a high school graduate or have you received your GED?
2. Have you been convicted in any state or federal jurisdiction, including military courts, of a felony or any crime of which an essential element is dishonesty (other than a minor traffic violation)? *If yes, submit documentation for each conviction detailing the facts of the offense, date and terms of sentence, providing a minimum of the case number, jurisdiction of conviction and a copy of the judgment order.*
3. Have you ever held a real estate salesperson or broker license in Illinois?
4. Have you ever held, or do you currently hold, a real estate license in any other state/jurisdiction? *If yes, submit an official licensing certification (licensure history with the state seal) from each licensing authority. You may use the Certification of License Agency/ Board Form found in the candidate handbook.*
5. Have you been denied a professional license or permit or the privilege of taking an examination? *If yes, submit a copy of the denial letter and/or statement of discipline.*
6. Have you ever had a professional license or permit disciplined by any licensing authority in Illinois or any other state/jurisdiction? *If yes, submit a copy of the denial letter and/or statement of discipline.*
7. Have you ever been discharged from the armed services, other than honorable, or from a city, county, state or federal position? *If yes, submit a DD-214 if discharged other than honorably from the armed services, a city, county, state or federal position; submit all documentation regarding discipline.*
8. Are you more than 30 days in arrears on any court-ordered child support payments? *If yes, submit a statement concerning your arrearage, an official court docket which shows the payment schedule or any change in the original court order, and/or an official*

*copy of any order issued by the Illinois Department of Public Aid concerning your arrearage which would outline a payment agreement.*

9. Are you in arrears on any state taxes due to the Illinois Department of Revenue? *If yes, submit a statement concerning your arrearage and an official document issued by the Illinois Department of Revenue concerning your arrearage and your payment agreement.*
10. Are you in arrears on any student loan acquired through the Illinois Student Assistance Commission? *If yes, submit a statement concerning your arrearage and an official document issued by the Illinois Student Assistance Commission concerning your arrearage and your payment agreement.*

You will also be asked to answer a short series of questions regarding the Assessment Center facilities.

## ■ Your Score Report

After you have completed the examination, you will be instructed to report to the proctor to receive your score report. To pass the Illinois Real Estate Examination, you must attain a score of at least 75 percent on each portion of the examination (state and national).

**If you pass the examination,** you will receive a score report/licensure application, an applicant sponsor card – 45-day permit and instructions for applying for a license. If you answer “yes” to any candidate screening question, 2-10, you will not receive a 45-day permit sponsor card. You must follow the license instructions and provide any required documentation when you submit your application for licensure.

**If you fail the examination,** you will receive a diagnostic score report showing your percentage correct on the examination. Your score report will also show your percentages on major content areas of the examination. To reregister for the examination, call AMP or visit [www.goAMP.com](http://www.goAMP.com) (if payment is made by credit card) or submit a new completed registration form (if payment is made by cashier’s check or money order).

If you pass one portion of the examination you will need to wait until the next day or later to be rescheduled for the failed portion. Candidates who pass only one portion must retake and pass the other portion within one year of passing the first portion. Failure to do so will result in having to take the entire examination again.

Candidates are allowed up to three attempts to pass the examination. After failing the third attempt, you are required to retake the following education and the entire examination:

- Leasing Agent – retake the 15 hour pre-license education or the 45 hour salesperson course; or
- Salesperson – retake the 45 hour transaction course; or
- Broker with an active salesperson license – retake the 75 hour broker pre-license education; or
- Broker without a salesperson license – retake the 120 hour broker pre-license education; or
- **Education exempt candidates (active Illinois attorneys) do not have to complete the requirements listed above.**

## ■ Score Averaging

It is important to keep in mind that your total score in the national portion is not the average of the subscores provided for each of the major content areas. This is because some content areas contain larger numbers of questions than others. Your total percentage score reflects the number of questions that you answered correctly divided by the total number of questions.

## ■ Duplicate Score Report

Candidates may purchase additional copies of their score reports at a cost of \$3.50 per copy. Requests must be submitted to AMP, in writing, within 12 months after the examination. Complete the request form on page 17 of this handbook and submit it with the required fee payable to AMP. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

## LICENSE APPLICATION INSTRUCTIONS

After you have passed the Illinois Real Estate Examination, you must follow the directions provided on your passing score report/license application. The licensure process cannot begin until you have passed the examination and received a passing score report from AMP. Licensure application materials must be submitted to:

AMP  
P.O. Box 8496  
Springfield, IL 62791

# ILLINOIS REAL ESTATE EXAMINATIONS

## EXAMINATION REGISTRATION FORM

### Instructions for Completing the Examination Registration Form

The numbered items correspond to the numbered blanks on the registration form (reverse side). PLEASE TYPE OR PRINT IN INK ALL INFORMATION.

1. **NAME:** Enter your last name, first name and middle initial exactly as they appear on your driver's license. Do not use nicknames.
2. **MAILING ADDRESS:** Abbreviate words like street, drive or road, and enter your zip code.
3. **TELEPHONE AND FAX NUMBER:** Please provide a telephone number at which you may be reached during normal business hours Monday through Friday. This number will be used by AMP only in the event you have failed to complete your registration form correctly or if there should be a last minute change in the Assessment Center location. Provide your fax number if you are paying by credit card and faxing your registration form to AMP.
4. **SOCIAL SECURITY NUMBER:** Enter your Social Security number. YOUR SOCIAL SECURITY NUMBER WILL BE USED AS YOUR IDENTIFICATION NUMBER FOR THIS EXAMINATION. WE CANNOT PROCESS YOUR REGISTRATION WITHOUT IT!
5. **BIRTH DATE:** Enter the month, day and year of your birth.
6. **EXAMINATION TYPE AND QUALIFICATION CATEGORY:** Choose the appropriate boxes and indicate if you have attempted the examination before.
7. **EXAMINATION PORTION:** *Broker and Salesperson registrants only.* Choose the appropriate box.
8. **REAL ESTATE EDUCATION PROGRAM COMPLETED:** Provide your school name and code and date of graduation.
9. **PRELICENSE EDUCATION AND DOCUMENTATION:** Indicate yes or no.
10. **EXAMINATION FEE:** The examination fee for Salespersons and Brokers is \$49, the examination fee for Leasing Agents is \$49. This fee must be submitted with your registration form, unless payment is made by credit card. Cashier's checks and money orders should be made payable to AMP. Payment by cash or personal check is not acceptable.
11. **RELEASE:** Indicate yes or no.
12. **SIGNATURE AND DATE:** Read the statement and sign your name as you would on a check or business letter.

# ILLINOIS REAL ESTATE EXAMINATION REGISTRATION FORM

Using the instructions on the reverse side, complete this form and mail the registration form with the examination fee (unless payment is made by credit card) to: Examination Services Department, AMP, 8310 Nieman Road, Lenexa, KS 66214-1579. *Review the license requirements and qualifications on pages 2-4 of this handbook to determine if you are eligible to fax this form.*

1. **NAME** \_\_\_\_\_  
Last Name First Name M.I.

2. **MAILING ADDRESS** \_\_\_\_\_  
Number, Street and Apartment Number  
 \_\_\_\_\_  
City State Zip Code

3. **TELEPHONE NUMBER** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **FAX NUMBER** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Daytime Telephone (Complete only if you are faxing this form to AMP.)

4. **SOCIAL SECURITY NUMBER** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

5. **BIRTH DATE** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Day Year

6. **EXAMINATION TYPE AND QUALIFICATION CATEGORY** *(check one)*

- |  |   |
|--|---|
| <p><u>Examination</u></p> <p><input type="checkbox"/> Broker      <input type="checkbox"/> Leasing Agent</p> <p><input type="checkbox"/> Salesperson</p> | <p><u>Qualification Category</u> <i>(see pages 2-4)</i></p> <p><small>(Broker and Salesperson registrants only)</small></p> <p><input type="checkbox"/> Category A      <input type="checkbox"/> Category D</p> <p><input type="checkbox"/> Category C      <input type="checkbox"/> Category E</p> |
|--|---|

Have you attempted this examination before?  Yes  No  
 If yes, when did you last attempt this examination? \_\_\_\_\_

7. **EXAMINATION PORTION** *(Broker and Salesperson registrants only – check one)*

- Both portions     State portion only     National portion only

8. **REAL ESTATE EDUCATION PROGRAM COMPLETED**

School Name: \_\_\_\_\_ Code: \_\_\_\_\_  
 Graduation Date: \_\_\_\_\_

9. **PRELICENSE EDUCATION AND DOCUMENTATION**

I have read the license requirements and qualifications on pages 2-4 of this handbook and have completed the requirements indicated and enclosed any required documentation.  Yes  No

10. **EXAMINATION FEE**      Salesperson or Broker = \$49 / Leasing Agent = \$49

Your examination fee must be submitted with your registration form. Payment may be made by cashier's check or money order made payable to AMP or by credit card. Payment by cash or personal check is not acceptable. If payment is made by credit card, complete the information below.

Credit Card Payment Information:     VISA     MasterCard     American Express     Discover

Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

11. **RELEASE:** I give AMP my permission to release my name and address to real estate schools, brokers or other interested parties who request them.  Yes  No

12. **SIGNATURE AND DATE**

I have read and understand the information provided in the Candidate Handbook, and the information I have provided on this registration form is true and complete to the best of my knowledge.  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this form and necessary documentation with cashier's check or money order. Fax this form if payment is made by credit card to:

**Illinois Real Estate Examination, Examination Services, AMP,  
 8310 Nieman Road, Lenexa, KS 66214-1579, Fax: 913/752-4960**





# SAMPLE NATIONAL REAL ESTATE SALESPERSON EXAMINATION ORDER FORM

**Web-Based Format:** The Sample National Real Estate Salesperson Examination is now available in web-based format. To order the online sample examination, please visit [www.goAMP.com](http://www.goAMP.com) and click on “Products,” “Practice Tests” and “Real Estate Examination Program.” The cost of the web-based sample examination is \$15 without detailed explanations or \$25 with detailed explanations payable by credit card through the online store. This is a nonrefundable purchase.

**Booklet Format:** To purchase the sample examination in booklet form, complete this form according to the directions below. Send the completed form with the proper fee to AMP/REP, 8310 Nieman Road, Lenexa, KS 66214-1579.

- There is only one form of the sample examination.
- The following prices include the cost of postage:  
 Order for one or two booklets . . . . . \$4.50 per copy  
 Order for three or more booklets . . . . \$3.50 per copy
- Orders received without payment will be returned.
- No duplication of the sample examination is allowed.  
 The examination has been copyrighted by AMP.

PLEASE SEND:

_____ booklets at \$4.50 per copy (1-2)	\$ _____
_____ booklets at \$3.50 per copy (3 or more)	\$ _____
TOTAL ENCLOSED:	\$ _____

Make check or money order payable to AMP. **Payment by cash is NOT accepted.** Orders received without payment will be returned. Orders will be processed and mailed within approximately two weeks following receipt of request.

THIS IS YOUR MAILING LABEL. PLEASE TYPE OR PRINT.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_



## DUPLICATE SCORE REPORT REQUEST FORM FOR ILLINOIS

**DIRECTIONS:** Use this form to request a duplicate score report. Complete all requested information. This form must be received within one year of the examination date and include a check or money order for \$3.50 per copy. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Examination Taken:  Salesperson     Broker    Examination Date: \_\_\_\_\_    Assessment Center: \_\_\_\_\_  
 Leasing Agent

I hereby authorize AMP to send me a duplicate of my examination results.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

### Candidate Information

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Requested Assessment Center: \_\_\_\_\_

\_\_\_\_\_  
Name (Last, First, Middle Initial, Former Name)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Daytime Telephone Number

### Special Accommodations

I request special accommodations for the \_\_\_\_\_ examination.

Please provide (check all that apply):

- Special seating or other physical accommodations
- Reader
- Extended testing time (time and a half)
- Distraction-free room
- Other special accommodations (Please specify.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form with your examination application and fee to:  
Examination Services Department, AMP, 8310 Nieman Road, Lenexa, KS 66214-1579.  
If you have questions, call the Examination Services Department at 913/541-0400.**



## DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required test accommodations.

### Professional Documentation

I have known \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in my capacity as a  
Examination Candidate Date

\_\_\_\_\_  
Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_

**Return this form with your examination application and fee to:  
Examination Services Department, AMP, 8310 Nieman Road, Lenexa, KS 66214-1579.  
If you have questions, call the Examination Services Department at 913/541-0400.**

# CERTIFICATION BY LICENSING AGENCY/BOARD

Illinois Department of Financial and Professional Regulation  
**COMPLETE ONLY IF YOU ARE/WERE LICENSED IN ANOTHER STATE**

APPLICANT: Complete this section only. Forward it to the state from which you are requesting certification by a licensing agency/board. Contact certifying state for appropriate fee. You are authorized to photocopy this form as necessary.

Regardless of reciprocal state affiliation(s), all Illinois licensees are required to be in compliance with continuing education requirements set forth in the Illinois Real Estate Act of 2000.

1. Name:      Last      First      M.I.	6. Indicate Profession Name for which you are applying
2. Date of Birth:              Month      Day      Year	7. Applicant's Telephone Number (      )
3. Social Security Number	8a. License Number
4. Street Address	8b. Name of Profession as it appears on license from the state to which this form is being forwarded
City                              State              Zip Code	8c. Issuance Date of License
5. Maiden or Given Surname	

I hereby authorize \_\_\_\_\_(Name of state licensing agency or board) to furnish the Bureau of Real Estate Professions, Department of Financial and Professional Regulation, the information requested below.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*LICENSING AGENCY: Other forms of certification will be accepted, provided all applicable information requested on this form is contained in the certification. Return completed form directly to the applicant.*

## CERTIFICATION OF LICENSE

I certify that the information contained herein is true and correct according to the official records of this state.

A. Name of Profession as it appear on license	F. Reciprocal Registration This state <input type="checkbox"/> does <input type="checkbox"/> does not have a reciprocal agreement with Illinois.
B. License Number	G. Is there now or has there ever been any disciplinary action commenced against the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No
C. Issuance Date of License	H. If "G" is answered yes, have there ever been any formal sanctions imposed against the applicant's license as a matter of public record including but not limited to fine, reprimand, probation, censure, revocation, suspension, surrender, restriction or limitation? (If yes, attach a certified copy of disciplinary action.) <input type="checkbox"/> Yes <input type="checkbox"/> No
D. Expiration Date of License	
E. Current License Status: <input type="checkbox"/> Active <input type="checkbox"/> Lapsed <input type="checkbox"/> Inactive Other (Explain)	

Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

Agency/Board Street Address, City, State,  
 Zip Code, Telephone \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

EMBOSSSED SEAL

## DETAILED CONTENT OUTLINE

*Topics in italics appear on the Broker Examination only*

### 1. Listing Property

#### A. Listing

1. Legal description
2. Lot size
3. Physical dimensions of structure
4. Appurtenances (for example, easements and water rights)
5. Utilities
6. Type of construction
7. Encumbrances (for example, liens, encroachments, restrictions)
8. Compliance with building codes
9. Ownership of record
10. Homeowners association documents and expenses
11. Brokerage fee
12. Property taxes

#### B. Assessment of Property Value

1. Location
2. Anticipated changes (for example, zoning and use)
3. Depreciation
4. Deterioration (for example, physical)
5. Obsolescence (for example, usefulness, outdated characteristics)
6. Improvements (for example, additions)
7. Economic trends
8. Market data

#### C. Services to the Seller

1. Responsibilities of the licensee and the listing firm
2. Property subdivision
3. Hidden defects known by the owner
4. Information about required disclosures (for example lead based paint)
5. Property included in and excluded from sale (for example, land, minerals, water, crops, fixtures)
6. Personal property and real property differences
7. Net proceed estimation
8. Completion of listing agreement, provision to seller, explanation
9. Determination that parties holding title have signed listing agreement
10. Showing of house and safeguarding property
11. Methods of marketing property
12. Presentation of offers to the seller
13. Property tax information
14. Transaction files
15. Deed restrictions and covenants
16. Forms of ownership interests in real estate, issues related to conveyance of real property
17. Fair housing laws
18. Comparative market analysis – sales comparison approach
19. Comparative market analysis – income derived from property use
20. Independent appraisal necessity
21. Inspection necessity
22. Non-ownership interests in real property (for example leasehold interests of tenants)
23. Planning and zoning (for example, variance, zoning changes, and special study zones such as floods and geological hazards)

### 2. Selling Property

#### A. Services to the Buyer

1. Relationship and responsibilities of licensees and selling firm to buyer
2. Rights of ownership (for example, bundle of rights)
3. Types of ownership (for example, joint tenancy and tenancy in common)
4. Determination of buyer's price range and eligibility for various types of financing
5. Identification of property that meets buyers needs and specifications
6. Current market conditions
7. Showing properties to prospective buyers
8. Characteristics of property
9. Material facts concerning property (for example, taxes, zoning, building codes, and other land use restrictions)
10. Physical condition of property (for example, defects and environmental hazards)
11. Psychological impact related to property
12. Income tax implications of home ownership
13. Tax implications for real estate investments
14. Required disclosure statements
15. Sales contract forms and provisions, including contingencies
16. Recommendation that buyer seek legal counsel
17. Preparation of offers and counteroffers
18. Presentation of offers and counteroffers
19. Planning and zoning (for example, variance, zoning changes, and special study zones such as floods and geological hazards)
20. Availability of home protection plans
21. Need for insurance (for example, fire, hazard, liability)
22. Policy for complying with fair housing laws

#### B. Advising Buyers of Outside Services

1. Inspection reports
2. Survey reports
3. Appraisal reports
4. Environmental reports

### 3. Property Management

#### A. Leasing and Management

1. Negotiation of property management agreements
2. Negotiation of lease agreements used in property management
3. Preparation of rental and lease agreements
4. Explanation of rental and lease agreements
5. Methods of marketing property
6. Rental market evaluation
7. Disclosure of material facts to lessee
8. Obtaining tenants
9. Showing property to prospective tenants
10. Occupancy terms
11. Applicant screening according to laws and regulations
12. Complaints and conflict resolution among tenants
13. Prorating of rents and leases
14. Operating budgets
15. Trust accounts
16. Financial statements for owners
17. Income, expenses, and rate of return

18. Environmental and safety hazards
19. Compliance with federal requirements (for example, ADA, fair housing, lead-based paint disclosures)
20. Eviction proceedings
21. Maintenance and repair management
22. Fees, security deposits, and rent
23. Insurance coverage to protect tenant and owner

#### 4. Settlement/Transfer of Ownership

##### A. Tax Issues

1. Tax implications of interest expenses
2. Real property taxes
3. Tax shelters
4. Capital improvements
5. Property taxation (for example, ad valorem, special assessments)
6. Tax deferred exchanges

##### B. Titles

1. Need for title search
2. Title insurance (for example, owner and mortgagee)
3. Title problems
4. Legal procedures (for example, quiet title, foreclosure, bankruptcy, declaratory judgment)
5. Preparation of title abstracts
6. Liens and order of priority (for example, mortgages, trust deeds, construction/mechanics liens, judgments by court)
7. Importance of recording

##### C. Settlement Procedures

1. Purposes and procedures of settlement
2. Obligations of settlement agent
3. Calculations regarding proration/prepayment
4. Warranties associated with deeds (for example, grant, quitclaim)
5. Settlement statement (HUD-1 form)
6. Other settlement documents (for example, deed, bill of sale, note, deed of trust)
7. Real Estate Settlement Procedures Act
8. Transfer tax

##### D. Completion of the Transaction

1. Negotiations between buyers and sellers leading to an agreement
2. Contract requirements and fulfillment of contingencies leading to closing
3. Federal statutory requirements
4. Rights of home ownership (for example, homestead, rights of husband and wife)
5. Rights of others related to property (for example, adverse possession, adjoining owners, encroachments)
6. Nature and types of common interest ownership (for example, condominium, planned unit development, cooperative, townhouse)
7. Eminent domain proceedings
8. Legal proceedings against property (for example, attachments and notice of pending legal action)
9. Securities law application and referral
10. Situations where experts are required (for example, financial planning and legal advice)
11. Closing statements (for example, calculate amount owed by buyer and net to seller)

#### 5. Financing

##### A. Sources of Financing

1. Institutional (for example, savings and loans, banks, mortgage brokers)
2. Seller financing (for example, land contract, purchase money mortgage)
3. Assumption of financing
4. Other sources of financing

##### B. Types of Loans

1. Security for loans (for example, trust deeds, land contracts, mortgages)
2. Repayment methods (for example, adjustable rate mortgage, fully/partially/nonamortized, renegotiated rate)
3. Forms of financing (such as FHA, VA, FmHA, conventional loan)
4. Secondary mortgage markets (for example, Fannie Mae, FHLMC, GNMA)
5. Other types of mortgage loans (for example, wraparound, blanket, package)
6. Down payment assistance programs

##### C. Terms and Conditions

1. Compliance with provisions of federal regulations (for example, Truth-in-Lending Act, Equal Credit Opportunity Act)
2. Loan origination costs (for example, appraisal fee, credit reports, points)
3. Lender requirements (for example, property insurance, escrow, deposits, underwriting criteria)
4. Conditional approval
5. Default
6. Foreclosure and redemption rights
7. Nonrecourse provision

##### D. Common Clauses and Terms in Mortgage Instruments

1. Clauses and terms in mortgage (for example, prepayment, interest rates, release, due-on-sale, subordination)
2. Escalation
3. Acceleration

#### 6. Professional Responsibilities/Fair Practice/ Administrative

1. *Terms of contract between salesperson and broker (for example, employee, independent contractor)*
2. *Trust accounts*
3. Complete and accurate records of business transactions
4. *Required notifications and reports to real estate regulatory agency*
5. *Company policies, procedures, and standards*
6. Market trends, availability of financing, rates, and conditions of obtaining credit
7. Resolving misunderstandings among parties to real estate transactions
8. *Sales force training*
9. *Sales force supervision*
10. Commissions from sales of real estate
11. *Appropriate distribution of commissions*
12. *Accounting procedures in the office*

In addition, all items will be classified according to the cognitive level that is expected to be required for the entry-level candidate to appropriately respond to the item. The cognitive level classifications are defined in the following table, which also shows the approximate number of items at each level for the broker and sales examinations.

Level	Definition	Broker	Sales
<b>Recall (1)</b>	Requires only recognition of isolated information, such as specific facts, generalizations, concepts, principles, or procedures. The information generally does not vary relative to the situation.	<b>23</b>	<b>41</b>
<b>Application (2)</b>	Requires interpretation, classification, or manipulation of limited concepts or data, in which the response or outcome is situationally dependent, but not overly complex.	<b>59</b>	<b>48</b>
<b>Analysis (3)</b>	Requires integration or synthesis of a variety of concepts to solve a specific problem situation (for example, evaluating and rendering judgments on complex problems with many situational variables).	<b>18</b>	<b>11</b>

## Illinois State Supplement

The content outline for the state portion of the examination has been approved by the Illinois Department of Financial and Professional Regulation. This portion tests knowledge areas that are required specifically for the Illinois real estate professional. There are 40 questions in this portion of the examination that are used to compute your score. In addition to the questions used to compute your score, the examination may include five questions that are being “pretested” for use in future versions of these examinations. These pretest questions are not identified, and your answers to them do not affect your score.

1. Licensing Requirements
  - A. License exemptions
  - B. Activities requiring a license
  - C. Types of licenses
    1. Salesperson
    2. Broker
    3. Leasing Agent
  - D. Personal assistants
  - E. Eligibility for licensing, including sponsor card
  - F. Examination
  - G. License renewal
  - H. Continuing education
  - I. Change in licensee information
  - J. Reciprocity
  - K. Real Estate Recovery Fund
2. Laws and Rules Regulating Real Estate Practice
  - A. Purpose of license law
  - B. Advertising (other than disclosure)
  - C. Broker/salesperson relationship
  - D. Commissions
    1. Finder's fee/referral fee
    2. Rental finding services
  - E. Ownership issues
    1. Land trust
    2. Homestead
    3. Land Sales Registration Act/Time share
  - F. Handling of monies
    1. Special accounts
    2. Security deposits
  - G. Handling of documents
  - H. Performing activities exceeding scope of real estate licensing
    1. Law
    2. Securities
  - I. Transfer tax stamps/affordable housing
  - J. Intestacy
  - K. Legal description/Plat Act
  - L. Real estate taxes and exemptions
  - M. Illinois Human Rights Act
  - N. Interference with contracts or listings
3. Disclosures
  - A. Agency
    1. Designated agencies
      - a. seller
      - b. buyer
      - c. dual
  - B. Ministerial activities
  - C. Advertising
  - D. Property disclosures
    1. Residential Real Property Disclosure Act
    2. AIDS (HIV)
    3. Stigmatized property
    4. Material defects
4. Broker Topics
  - A. Broker responsibilities
  - B. Special accounts
  - C. Examination of records
  - D. Corporation/partnership/limited liability company licensure
  - E. Commercial Broker Lien Act

## ■ Leasing Agent Content Outline

1. Definitions and Laws Governing Contracts and Leases
  - A. General Definitions
    1. Real vs. Personal Property
    2. Lease vs. Rental Agreements
    3. Terms Related to Leasing and Contracts
  - B. Contract Law
  - C. Lease Agreements
    1. Essential Elements
    2. Statute of Frauds
    3. Common Provisions
    4. Applications, Credit Reports, and Background Checks
  - D. Handling of Monies and Documents
    1. Fiduciary Obligations
    2. Deposits and Accounts
    3. Recordkeeping Requirements
2. Laws Governing Fair Housing, Leasing, and Owner/Tenant Relationships
  - A. Civil Right Acts
  - B. Federal, State, and Local Fair Housing Acts
  - C. Discrimination Laws
  - D. Anti-Drug Laws
  - E. Government Assisted Housing Programs
  - F. Americans with Disabilities Act (ADA)
  - G. Owner/Tenant Relationships
    1. Occupancy Standards and Regulations
    2. Risk Management: Liabilities and Insurance
    3. Owner's Obligations and Remedies
    4. Tenant's Obligations and Remedies
    5. Renewals and Terminations
3. Real Estate License Act of 2000
  - A. Purpose, Authority, and Administration of the Act
  - B. Leasing Activities
  - C. Licensing, Education, and Examination Requirements
  - D. Issuance, Renewal, and Termination of License
    1. License Maintenance
    2. Continuing Education
    3. Change in License Information
  - E. License Conduct
    1. Agency Definitions and Requirements
    2. Advertising Requirements
    3. Misrepresentation
  - F. Disciplinary Provisions
    1. Violations
    2. License Refusal, Suspension, Revocation
    3. Fines, and Other Sanctions
  - G. Leasing Agent/Broker Relationships, including compensation

**REAL ESTATE REFERENCES**

The references provided below are some of the available relevant written study materials for the National Salesperson and Broker Examinations. However, they are not necessarily recommended by AMP or the Illinois Department of Financial and Professional Regulation. Computer software is also available from several publishing companies, but it is not listed here.

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- Sirota, David. Essentials of Real Estate Finance. Chicago: Dearborn Real Estate Education.
- Sirota, David. Essentials of Real Estate Investment. Chicago: Dearborn Real Estate Education.
- Tamper, Ralph. Mastering Real Estate Math. Chicago: Dearborn Real Estate Education.
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- Wiedemer, John P. Real Estate Finance. Thompson South-Western.

**2007 SATURDAY SCHEDULE**

<b>January 2007</b>	<b>6</b>	<b>13</b>	<b>20</b>	<b>27</b>
Glen Ellyn	X		X	
Springfield	X	X	X	X
St. Louis			X	
Chicago (Washington St.)	X	X	X	X
Carbondale	X	X	X	X

<b>February 2007</b>	<b>3</b>	<b>10</b>	<b>17</b>	<b>24</b>
Glen Ellyn		X		X
Springfield	X	X	X	X
St. Louis		X		
Chicago (Washington St.)		X		X
Carbondale		X	X	X

<b>March 2007</b>	<b>3</b>	<b>10</b>	<b>17</b>	<b>24</b>
Glen Ellyn		X		X
Springfield	X	X	X	X
St. Louis		X		
Chicago (Washington St.)		X		X
Carbondale	X	X	X	X

<b>April 2007</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>28</b>
Glen Ellyn	No	X		X
Springfield	Testing	X	X	X
St. Louis				
Chicago (Washington St.)		X	X	X
Carbondale				

<b>May 2007</b>	<b>5</b>	<b>12</b>	<b>19</b>	<b>26</b>
Glen Ellyn	X		X	No
Springfield	X	X	X	Testing
St. Louis		X		
Chicago (Washington St.)	X	X	X	

<b>June 2007</b>	<b>2</b>	<b>9</b>	<b>16</b>	<b>23</b>
Glen Ellyn		X		X
Springfield	X	X	X	X
St. Louis		X		
Chicago (Washington St.)	X	X	X	X

<b>July 2007</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>28</b>
Glen Ellyn	No	X		X
Springfield	Testing	X	X	X
St. Louis		X		
Chicago (Washington St.)		X	X	X

<b>August 2007</b>	<b>4</b>	<b>11</b>	<b>18</b>	<b>25</b>
Glen Ellyn		X		X
Springfield	X	X	X	X
St. Louis		X		
Chicago (Washington St.)	X	X	X	X

<b>September 2007</b>	<b>1</b>	<b>8</b>	<b>15</b>	<b>22</b>	<b>29</b>
Glen Ellyn	No	X		X	
Springfield	Testing	X	X	X	X
St. Louis		X			
Chicago (Washington St.)		X	X	X	X

<b>October 2007</b>	<b>6</b>	<b>13</b>	<b>20</b>	<b>27</b>
Glen Ellyn	X		X	
Springfield	X	X	X	X
St. Louis	X			
Chicago (Washington St.)	X	X	X	X

<b>November 2007</b>	<b>3</b>	<b>10</b>	<b>17</b>	<b>24</b>
Glen Ellyn		X		No
Springfield	X	X	X	Testing
St. Louis		X		
Chicago (Washington St.)	X	X	X	

<b>December 2007</b>	<b>1</b>	<b>8</b>	<b>15</b>	<b>22</b>	<b>29</b>
Glen Ellyn		X		No	No
Springfield	X	X	X	Testing	Testing
St. Louis		X			
Chicago (Washington St.)	X	X	X		



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