

**FEBRUARY 2007**



**State of**  
**Utah**

# **Real Estate Candidate Handbook**

**QUICK  
REFERENCE**

**TABLE  
OF CONTENTS**

**PRINT**

# Quick Reference

## Reservations

### Before making an exam reservation

Candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process.

### Making an exam reservation

Candidates may make an examination reservation by

- Calling Promissor at (800) 274-7292
- Faxing the Fax Reservation Form (from Appendix) to Promissor at (888) 204-6291
- Visiting the Promissor Web site ([www.promissor.com](http://www.promissor.com))

Candidates should make a reservation by phone at least three (3) business days before the desired examination date or by fax or on the Web at least four (4) business days before the desired examination date. **Walk-in examinations are not available.**

## Schedules & Fees

### Promissor Test Center locations

A list of Promissor Test Centers appears on the back cover of this handbook. Candidates should contact Promissor to confirm specific locations and examination schedules.

### Exam fees

The examination fee (\$59) must be paid at the time of reservation by credit card, debit card, voucher or electronic check. **Payment will not be accepted at the test center.** Examination fees are non-refundable and non-transferable.

## Exam Day

### What to bring to the exam

Candidates should bring to the examination the confirmation number they received when they made the examination reservation, proper identification, and other materials as dictated by the state licensing agency. A list appears in *What to Bring* (page 10).

### Exam procedures

Candidates should report to the Promissor Test Center at least thirty (30) minutes before the examination begins. Each candidate will have four (4) hours to complete the examination, and will leave the test center with an official score report in hand.

# Table of Contents

<b>INTRODUCTION</b> . . . . .	1
<b>STATE LICENSING REQUIREMENTS</b> . . . . .	2
Licensing Requirements . . . . .	2
<b>EXAM RESERVATION</b> . . . . .	4
Phone Reservations . . . . .	4
Telecommunication Devices for the Deaf . . . . .	5
Online Reservations . . . . .	5
Fax Reservations . . . . .	5
Confirmation Number . . . . .	5
Exam Fees . . . . .	6
Electronic Checks . . . . .	6
Vouchers . . . . .	6
Change/Cancel Policy . . . . .	6
Absence/Lateness Policy . . . . .	7
Weather Delays and Cancellations . . . . .	7
Special Exam Requests and Services . . . . .	8
Non-Saturday Exams . . . . .	9
Practice Tests . . . . .	9
<b>EXAM DAY</b> . . . . .	10
What to Bring . . . . .	10
Exam Procedures . . . . .	10
Qualifying Questions . . . . .	11
Score Reporting . . . . .	12
Retaking the Exam . . . . .	13
Review of Exams . . . . .	13
Score Explanation . . . . .	13
Duplicate Score Reports . . . . .	13
Promissor Test Center Policies . . . . .	14

*Table of contents continued on next page*

Promissor does not discriminate on the basis of age, sex, race, creed, disabling condition, religion, national origin, or any other protected characteristics.

<b>PREPARING FOR THE EXAM</b> . . . . .	15
Exam Content . . . . .	15
Math Calculations . . . . .	15

<b>GENERAL CONTENT OUTLINE</b> . . . . .	16
--	----

<b>STATE CONTENT OUTLINE</b> . . . . .	18
--	----

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**APPENDIX**

Fax Reservation Form . . . . .	back of handbook
Special Accommodations Request Form . . . . .	back of handbook
Voucher Request Form . . . . .	back of handbook
Request for Duplicate Score Report .	back of handbook
Utah Division of Real Estate Candidate Education Certifying Document . . . . .	center insert

<b>GENERAL INFORMATION</b> . . . . .	back cover
Promissor Test Centers . . . . .	back cover
Promissor Holiday Schedule . . . . .	back cover

## Introduction

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing an acceptable level of safe practice and for furnishing the means to determine whether an individual meets that standard.

The state of Utah has retained the services of Promissor to develop and administer its real estate examination program. Promissor is nationally recognized as a leading provider of assessment services to regulatory agencies and national associations.

### **Promissor**

Utah Real Estate

PO Box 8588

Philadelphia, PA 19101-8588

**(800) 274-7292**

**[www.promissor.com](http://www.promissor.com)**

### **Utah Division of Real Estate**

PO Box 146711

Salt Lake City, UT 84114-6711

**(801) 530-6747**

# State Licensing Requirements

The Utah Division of Real Estate has established the requirements for qualification for a salesperson or broker license. Applicants should read this candidate handbook, the enclosed forms, and any other information provided by the Division of Real Estate before making a reservation for any licensing examination. Applicants must meet all education requirements before they make an examination reservation.

## Licensing Requirements

### A. Age:

All applicants must be at least eighteen (18) years of age when they apply for licensure.

### B. Formal Education:

All applicants shall have at least a high school diploma, G.E.D., or equivalent as determined by the Utah Real Estate Commission.

### C. Prelicensing Education:

Applicants must meet all education requirements before they apply for the examination. Successful completion of the required education must have been taken within the year prior to licensing. Salesperson candidates must complete ninety (90) classroom hours of prelicensing education. Broker candidates must complete one hundred twenty (120) classroom hours of prelicensing education. When applicants arrive at the test center to take the examination, they must present the Candidate Education Certifying Document (**in the center of this handbook**) completed by a certified real estate school verifying completion of the prelicensing education requirements **and/or** completed by the Division of Real Estate waiving all or part of the requirement. This **Candidate Education Certifying Document** must be presented each time the examination is taken.

### D. Education Waiver:

Applicants who are requesting an education waiver from the Division of Real Estate for courses taken in another state or jurisdiction must submit valid documentation of their education to the Utah Division of Real Estate. The Division will review the document(s). If the courses taken satisfy all or a portion of the prelicensing education classroom hours requirement, the applicant will be issued evidence on the Candidate Education Certifying Document. Active members of the Utah State Bar Association may have education waved by providing proof of membership status. The number of hours waived will

be indicated on the document. Applicants must allow at least sixty (60) days for the Division of Real Estate to review and respond to the information submitted.

**E. Licensure Examination:**

All applicants must pass the licensure examination administered by Promissor.

**F. Examination Fee:**

All applicants must pay the examination fee to Promissor.

**G. Applying for a License:**

After they pass the examination, all applicants must submit, to the Utah Division of Real Estate, the proper forms and fees as set forth on the Score Report issued by Promissor..

**H. Time Limit for Applying for an Examination:**

All applicants must apply for a license within ninety (90) days of passing the examination. Those who fail to meet this deadline must retake the examination. If the 90th day following the examination falls on a weekend or national holiday, the next business day shall be the latest applicants may apply for a license.

**I. Broker Applicant Requirements:**

Applicants applying for a broker license must submit the required documentation to the Utah Division of Real Estate. Detailed information and necessary forms are available at [www.realestate.utah.gov](http://www.realestate.utah.gov).

**J. Fingerprinting Requirement:**

All passing sales agent candidates must submit two (2) completed fingerprint cards (this does not always apply with digital fingerprinting) along with the license application. Fingerprinting services are available at the Midvale, Ogden, Provo and Las Vegas test centers. Candidates taking the examination in test centers that do not have electronic fingerprinting, including Colorado test centers, must go to a local law enforcement agency to be fingerprinted. The completed fingerprint cards will be given to the candidate to submit with the license application.

# Exam Reservation

## Phone Reservations

**Walk-in examinations are not available.** Candidates may call Promissor at (800) 274-7292 to make a reservation.

Customer Care Hours	
Monday - Friday	6 am – 9 pm
Saturday	6 am – 3 pm
Sunday	8 am – 2 pm

### *Mountain Time*

#### Before calling, candidates should have the following:

- Legal name, address, Social Security number, daytime telephone number, and date of birth
- The name of the examination(s)
- The preferred examination date and test center location (a list appears on the back cover of handbook)
- A failing score report (if retaking an examination)

A Promissor representative will help candidates select a convenient examination date and location and will answer questions. A reservation will be made based on the next available date.

Candidates should make a phone reservation at least three (3) business days before the desired examination date.

For an exam on:	Candidates should call by:
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Tuesday	Thursday/Friday
Wednesday	Saturday/Sunday

***Schedule is subject to change.***

## Telecommunication Devices for the Deaf

Promissor is equipped with TDD (Telecommunication Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available 8:00 am to 5:00 pm (EST), Monday through Friday, toll-free at (800) 274-2617. This TDD phone option is for individuals equipped with compatible TDD machinery.

## Online Reservations

Candidates may make a reservation online by visiting the Promissor Web site ([www.promissor.com](http://www.promissor.com)). First-time users will be required to obtain a check-in code and will be asked to provide name, email address and phone number, as well as a personal password. Candidates will receive a check-in code immediately upon submitting the requested information.

Candidates will be prompted with step-by-step instructions on completing the online *Reservation Request Form*. Once the online request has been submitted, Promissor will send via email a confirmation of the examination date, time and location, or will contact candidates whose choices are not available. Candidates may also review, change or even cancel an existing reservation after the *Reservation Request Form* has been submitted by following the instructions.

Online reservations should be made at least four (4) business days before the desired examination date.

## Fax Reservations

Candidates may fax the reservation form (from Appendix) to Promissor at (888) 204-6291, 24 hours a day, 7 days a week. The completed form should be faxed at least four (4) business days before the desired examination date. A confirmation of the reservation will be returned by fax within 24 hours of receipt of the faxed request.

## Confirmation Number

Candidates will be provided with a confirmation number, which should be written down in the space provided below. This number should be used for any contact with Promissor.

Confirmation Number:
Examination Date:
Promissor Test Center:
Promissor Associate:

## Exam Fees

The examination fee (\$59) must be paid at the time of reservation by credit card, debit card, voucher or electronic check. **Payment will NOT be accepted at the test center, nor will a single payment that covers more than one candidate.**

Candidates are responsible for knowing all regulations regarding fees and examination scheduling as presented here.

## Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared to provide to Promissor the following information:

- Bank name
- Account number
- Social Security number or driver's license number
- Name and address on the account
- Routing number

Using this information, Promissor can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

## Vouchers

Candidates may pre-pay examination fees and receive a voucher to use when they contact Promissor to make an examination reservation. The number listed on the voucher will be accepted by Promissor as payment for the examination fee. Vouchers may be purchased for one fee or many; therefore, companies may buy vouchers in bulk and distribute them to candidates as desired.

Those who wish to purchase a voucher should send a *Voucher Request Form* (found in the back of this handbook), along with proper payment. Promissor will process voucher requests within one (1) week of receipt. Vouchers are valid for one (1) year from the issue date, and they may be renewed or refunded.

## Change/Cancel Policy

Candidates should call Promissor at (800) 274-7292 at least four (4) business days before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer their fees to a new reservation or request a refund. **Candidates who change or cancel a reservation without proper notice will forfeit the examination fee.**

<b>If the exam is:</b>	<b>Candidates must call by the previous:</b>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Saturday
Thursday	Sunday
Friday	Monday
Saturday	Tuesday

***This chart does not reflect holidays, which may increase the number of days' notice candidates must give.***

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether individually or by a third party.

### **Absence/Lateness Policy**

Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or that of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

**Candidates who are otherwise late to or absent from an examination and have not changed or canceled the reservation according to the *Change/Cancel Policy* will forfeit the examination fee.** Written verification and supporting documentation for excused absences must be submitted to Promissor within fourteen (14) days of the original examination date.

### **Weather Delays and Cancellations**

If severe weather or a natural disaster makes the Promissor Test Center inaccessible or unsafe, the examination may be delayed or canceled. Candidates may call Promissor at (800) 274-2615 for details on delays and cancellations during severe weather.

## Special Exam Requests and Services

Promissor complies with the provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e *et seq.*), in accommodating disabled candidates who need special arrangements to take an examination.

Candidates who require special arrangements due to impaired sensory, manual or speaking skills, or other disability, should fax the *Special Accommodations Request Form* (found in the back of this handbook) to Promissor.

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Promissor will provide auxiliary aids and services, except where such may fundamentally alter the examination or results, or result in an undue burden. The examination will be scheduled upon receipt of all required information by Promissor.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at (800) 274-3707. However, the *Special Accommodations Request Form*, along with the required supporting documentation, **MUST** be submitted to Promissor before any special arrangements can be finalized.

Promissor will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to retake an examination should notify Promissor that special arrangements were used for the previous examination.

Due to the unique nature of each special request, Promissor recommends that candidates request special services as early as possible. Promissor will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and individual Promissor Test Center capabilities.

## Non-Saturday Exams

Candidates who, for religious reasons, cannot take an examination offered only on Saturdays may request a non-Saturday examination date at test centers that offer only Saturday examinations. Such a request must be put in writing on official stationery by the candidate's religious advisor and faxed to (610) 617-9397 or mailed to:

Promissor Test Center Operations  
3 Bala Plaza West  
Suite 300  
Bala Cynwyd, PA 19004

Non-Saturday examinations are available **ONLY** on a pre-arranged basis.



### PRACTICE TESTS

**Promissor's well-known practice tests are now offered exclusively online ([www.promissor.com](http://www.promissor.com)), giving candidates even more opportunity to succeed on the examination. Our practice tests will prepare candidates for the types of questions they will see on the licensure exam and also familiarize them with taking computer-based examinations.**

**Promissor offers online practice tests for both salespersons and brokers that allow candidates to measure their knowledge in content areas such as real property, property valuation, and contracts and finance. The tests closely reflect the format of the licensure examination, can be scored instantly, and provide immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase practice tests anytime at [www.promissor.com](http://www.promissor.com).**

# Exam Day

## What to Bring

All candidates must bring to the test center on examination day the following:

- Two (2) forms of current signature identification, one of which **MUST** be photo-bearing (preferably a driver's license)
- Failing score report (if the candidate is retaking the examination)
- *Candidate Education Certifying Document* (**found in the center of this handbook**) stamped and signed by a school official and/or the Utah Division of Real Estate.

Candidates who do not present the required items on examination day will be denied admission, considered absent, and will forfeit the examination fee.

## Exam Procedures

Candidates should report to the Promissor Test Center thirty (30) minutes before the scheduled examination and check in with the test center manager. The manager will review the candidate's confirmation number, identification, and any other required documents and will photograph him/her for the score report.

After check-in, candidates will have an opportunity to take a tutorial on the PC on which the examination is administered. The time spent on the tutorial will not reduce the examination time. The examination proctors will answer questions at this time, but candidates should be aware that the proctors are not familiar with the content of the examinations or with the state's licensing requirements. The candidate is responsible for determining which examinations he/she needs to take. Examination proctors are instructed not to advise candidates on requirements for licensure.

Once candidates are familiar with the PC, they may begin the examination. The examination begins the moment a candidate looks at the first examination question. Candidates will be given four (4) hours to complete the examination. After the examination time has expired, the examination will automatically end. Candidates will leave the Promissor Test Center with their official scores in hand.

## Qualifying Questions

On examination day candidates will be required to answer a series of licensure qualifying questions. The sample questions listed below are representative of the questions candidates will be asked when taking the examination. **There may be some variation between the sample questions presented below and the actual questions that will be provided during the exam.** Carefully and accurately answer the questions on the exam. False or inaccurate answers to the exam questions may result in license denial, revocation, or other disciplinary action. After the candidate has completed the prelicensing requirements, the Utah Division of Real Estate will review the information provided and make a decision on the candidate's qualifications.

1. Have you **EVER** held a real estate registration, license or certification in any jurisdiction other than Utah?
2. Have you **EVER** had a license or registration of any kind in appraisal, mortgage, real estate, or any other occupation or profession, denied, restricted, suspended, placed on probation, or revoked?
3. Have you **EVER** resigned, surrendered, or allowed a professional registration, license, or certificate to expire, while under investigation or while action was pending against you by a government agency?
4. Is any investigation or disciplinary action **CURRENTLY** pending against you by any government agency?
5. Are you **CURRENTLY** charged with or under investigation for a felony or misdemeanor in any jurisdiction?
6. Have you **EVER** been convicted of, or pled guilty or no contest to, or entered a plea in abeyance or diversion agreement to, a felony or misdemeanor in any jurisdiction? Consult court records to determine the nature of any offenses, including traffic offenses which may be felonies or misdemeanors.
7. Have you **EVER** been on probation, or ordered to pay a fine or restitution or complete community service, in connection with any criminal offense or licensing action?
8. Have you **EVER** had a civil judgment entered against you based on fraud, misrepresentation, or deceit?
9. Have you read and do you consent to the fingerprint notice of waiver?
10. Are you **UNDER** 18 years of age?
11. Do you certify that you have a High School diploma or GED?

*After* the candidate has completed his/her prelicensing education and passed the examination he/she must submit to the Division of Real Estate the judgment or any court documents which define the conviction, the sentence, and whether all conditions of probation have been satisfied. The Division and Real Estate Commission will then review the application and make a decision on the candidate's qualification. Candidates will be asked to attest to the truthfulness of these same questions at the time they take the examination.

## **Score Reporting**

When candidates complete the examination, they will receive a score report marked "pass" or "fail". Candidates who pass the examination will receive a score report that includes information on how to apply for a license.

Candidates who pass the examination are also required to complete the fingerprinting process. Digital fingerprinting and electronic transfer of the digital fingerprints is available in Provo, Ogden, and Midvale. Candidates testing at these sites must take digital fingerprints and will receive, from the Test Center staff, a **PROMISSOR FINGERPRINT RECEIPT**. This receipt **must** be submitted with the license application to Utah. Applications that do **NOT** have this receipt will be returned as incomplete.

Candidates who pass the examination at the Grand Junction, CO and Las Vegas, NV test centers will have digital fingerprints; however, they are **not** electronically transferred. The actual fingerprint cards will be given to the candidates. Candidates will need to submit the fingerprint cards with his license application to Utah.

Candidates taking the examination in test centers that do not have electronic fingerprinting must go to a local law enforcement agency to be fingerprinted. The completed fingerprint cards will be given to the candidate to submit with the license application.

Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information relating to the general portion of the examination, as well as information about reexamination.

## Retaking the Exam

The examination is divided into two parts: general and state law. Candidates who pass one section of the examination and fail the other need retake only the failed section within six (6) months. If, after six (6) months, both sections have not been passed, the candidate must retake the entire examination. To retake an examination, candidates should follow regular reservation procedures. Reservations cannot be made at the Promisor Test Center, and **candidates must wait 24 hours after failing an examination before making a reservation to retake it.**

## Review of Exams

For security reasons, examination material is not available to candidates for review.

## Score Explanation

The passing score of an examination is set by the Utah Division of Real Estate. The general and state law portions are usually administered in multiple versions to enhance security. To ensure that no individual has an unfair advantage or disadvantage by taking a particular version of the examination, the actual passing score of the various versions may be adjusted to accommodate minor fluctuations in the difficulty level of the questions on each version. The passing score, however, is 70 for the salesperson examination, and 75 for the broker examination.

The reported examination scores can range from 1 to 100, but they are not to be interpreted as the percentage or number of examination questions answered correctly. With 70 or 75 as the passing score, any score below 70 or 75 indicates how close the candidate came to passing, rather than the actual number or percentage of questions the candidate answered correctly.

## Duplicate Score Reports

Candidates may request a duplicate score report by completing and mailing the appropriate form found in the back of this handbook and enclosing the proper fee.

## Promissor Test Center Policies

The following policies are observed at each Promissor Test Center. Violation of *any* of these policies may result in dismissal from the examination.

- **Calculators, including financial calculators, are permitted only if they are silent, hand-held, battery-operated, nonprinting, and without an alphabetic key pad.** Use of any other calculator is not permitted. Calculator malfunctions are not grounds for challenging examination results or requesting additional examination time. Promissor will not provide calculators for the examination.
- **No cellular phones, beepers, watch alarms, listening devices, recording or photographic devices, and any other electronic devices** are permitted during the examination.
- **No dictionaries, books, and reference materials** are permitted in the examination room, and candidates are strongly urged not to bring such materials to the Promissor Test Center.
- **No personal belongings such as briefcases, large bags, study materials, extra books, or papers** are allowed in the examination room. Lockers, in which candidates may store personal items, are available at most test centers. Promissor is not responsible for lost or misplaced items.
- **No eating, drinking, or smoking** is permitted during the examination.
- **No extra time** will be permitted for the examination, under any circumstances.
- **Candidates may not leave the test center for any reason during the examination.** Candidates may use the restroom during an examination with permission from the proctor, but will not be allowed any extra time for the examination.
- **Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct**—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.
- **No visitors, guests, pets or children** are allowed at the Promissor Test Center.

# Preparing for the Exam

## Exam Content

The content of the general portion of the examination is based upon information obtained from a job analysis performed by Promissor. Responses from real estate professionals were analyzed to determine the nature and scope of tasks they perform, and the knowledge and skills needed to perform them. This information is the basis upon which examination questions are written and ensures that the examination reflects the actual practice of real estate. Questions on the general portion are also reviewed and approved by nationally recognized real estate professionals.

The state law portion of the examination has been developed to reflect the laws, regulations, and practice of real estate in Utah, and has been reviewed and approved by real estate professionals in Utah.

## Math Calculations

Candidates may use the following information in making mathematical calculations on the general portion of the real estate examinations unless otherwise stated in the text of the question:

- 43,560 square feet/acre
- 5,280 feet/mile
- Round off calculations (where applicable)

*Note: If a question requires the calculation of prorated amounts, the question will specify: (a) whether the calculation should be made on the basis of 360 or 365 days a year; and (b) whether the day of closing belongs to the buyer or seller.*

This information will be available in printed form at the Promissor Test Center for reference during the examination.

## **General Content Outline For Sales and Broker Exams**

The general portion of the real estate exam is made up of eighty (80) scored questions, which are distributed as noted in the following content outline. Approximately ten percent (10%) of the scored questions on the general examinations will involve mathematical computations.

The sales and broker examinations also contain five (5) pretest questions that are NOT counted toward the score. These questions are used to gather statistics on performance and to help assess appropriateness for use on future examinations. Since pretest questions look exactly like questions that are scored, candidates should answer all the questions on the examination.

The following examination content outline is appropriate for real estate salespersons and real estate brokers.

### **I. Real property characteristics, definitions, ownership, restrictions, and transfer**

**(Sales 16, Broker 15)**

#### **A. Definitions, descriptions, and ways to hold title**

1. Elements of real and personal property
2. Property description and legal description
3. Estates in real property
4. Forms, rights, interests, and obligations of ownership

#### **B. Land use controls and restrictions**

1. Public (e.g., zoning, taxation, police power)
2. Private (e.g., liens, encumbrances, recording and priorities, subdivision/association rules)

#### **C. Transfer/alienation of title to real property**

1. Voluntary and involuntary
2. Deeds, warranties, and defects in title

### **II. Property valuation and the appraisal process**

**(Sales 6, Broker 6)**

#### **A. Principles, types, and estimates of property value**

#### **B. Investment analysis**

### **III. Contracts and agency relationships with buyers and sellers**

**(Sales 21, Broker 21)**

#### **A. Contract elements, types (e.g., valid, enforceable), and terminology**

#### **B. Types of contracts used in real estate**

1. Listing contracts

2. Commission agreements
3. Sales contracts

**C. Agency relationships and fiduciary responsibilities**

**IV. Property conditions and disclosures**

**(Sales 6, Broker 6)**

- A. Environmental issues and hazards and hazardous materials**
- B. Material and other disclosures**
- C. Liability considerations**

**V. Federal laws governing real estate activities**

**(e.g., Federal Fair Housing Act, Americans with Disabilities Act, antitrust, marketing controls)**

**(Sales 6, Broker 8)**

**VI. Financing the transaction and settlement**

**(Sales 17, Broker 14)**

**A. Financing components**

1. Financing instruments (e.g., notes, mortgages, contract for deed, deed of trust)
2. Financing sources (e.g., primary and secondary mortgage markets, seller financing)
3. Types of loans
4. Financing concepts and terminology

**B. Lender requirements and obligations**

**C. Settlement (including calculations)**

1. Procedures
2. Closing costs
3. Documents

**VII. Leases, rents, and property management**

**(Sales 6, Broker 6)**

- A. Types and elements of leasehold estates, leases, lease clauses, and rental agreements**
- B. Lessor and lessee rights, responsibilities, and recourse**
- C. Property management contracts and obligations of parties**

**VIII. Brokerage operations**

**(Sales 2, Broker 4)**

- A. Broker management of funds**
- B. Broker-salesperson relationship**
- C. Advertising**
- D. Ethical and legal business practices**

The state law portion of the Utah examination consists of fifty (50) scored questions for both the salesperson and the broker examinations. The examinations also contain 5-10 pretest questions. These pretest questions are not identified and will not affect a candidate's score in any way.

**(50 scored questions, 5 pretest questions)**

## **I. Definitions**

- A. Real Estate Commission**
- B. Division and Commission vs. Association of Realtors**
- C. Principal broker, associate broker, sales agent**
- D. Miscellaneous**

## **II. Licensing**

- A. When a license is required**
- B. Who is exempt from licensing**
- C. Minimum qualifications for license**
- D. License maintenance**
  - 1. Renewals
  - 2. Transfers
  - 3. Terminations
  - 4. Activation/inactivation
  - 5. Continuing education
- E. Who can sue for a commission**

## **III. Real estate office procedures**

- A. Records and documents**
- B. Trust accounts**
- C. Branch offices**

## **IV. Property management, including eviction proceedings**

## **V. Licensee practice**

- A. Advertising**
- B. Handling of money**
  - 1. Earnest money
  - 2. Commissions
  - 3. Referral issues
  - 4. Other

**C. Property disclosures**

**D. Improper practices**

**E. Agency**

1. Duties
2. Disclosure

**F. Use of approved forms**

1. Real Estate Purchase Contract (REPC)
2. Other approved forms

**VI. Enforcement**

**A. Filing and notice of complaint, investigation**

**B. Audits**

**C. Administrative action**

**VII. Real Estate Education, Research and Recovery Fund**

**A. Purpose**

**B. Payments from the fund/revocation of license**

**VIII. Additional state topics**

**A. Utah water rights**

1. Water history
2. Water appropriation

**B. Adverse possession**

**C. Statute of Frauds**

**IX. Closing statements**

Note: The entire question pool for the general portions of the examinations, each form of the examination, and any materials used to administer the examination are copyrighted by and are the property of Promissor. Any distribution of examination content by oral or written communication or by any material or other reproduction is strictly prohibited and punishable by law. The state law portion of the examination is based on the Division of Real Estate's Real Estate Statutes: Title 61, Ch. 2 and 2a; Title 57, Ch. 11; Title 57, Ch. 19; Title 25, Ch. 5; Title 78, Ch. 23, Sec. 3 and 4; and the State Engineer's Office: Division of Water Rights: Historical Background ; and the Real Estate Administrative Rules (R162, Ch 1-10). These may be found on the Division's website, at [www.realestate.utah.gov/about.html](http://www.realestate.utah.gov/about.html).

PROMISSOR 

# Utah Real Estate Exam Fax Reservation Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address (No PO boxes) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

( ) ( )

Telephone (Daytime) \_\_\_\_\_ Telephone (Evening)  am

( )  pm

Your Fax # \_\_\_\_\_ Today's Date/Time \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_- / \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Licensure State \_\_\_\_\_

School Code: \_\_\_\_\_ Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***I understand that I must have completed the required coursework to be eligible for examination.***

Candidate Signature \_\_\_\_\_ (verifies completion of prelicense education)

Promissor Test Center _____ Code _____
Examination Name: _____
<b>Choice #1</b> Date _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Choice #2</b> Date _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
<b>Choice #3</b> May we register you for the next available date? <input type="checkbox"/> Yes <input type="checkbox"/> No

## **FAX THIS FORM TO (888) 204-6291**

*A confirmation of the reservation will be returned by fax within 24 hours.*

### **CREDIT CARD PAYMENTS:**

MasterCard  Visa  AmExpress  Discover

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

### **ELECTRONIC CHECK PAYMENTS:**

Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

Driver's License or state-issued ID #: \_\_\_\_\_

Name/Address on Account (if different from above): \_\_\_\_\_

## **FOR PROMISSOR USE ONLY**

Reservation is confirmed for:
Examination Date _____ Time _____
Confirmation Number _____
Promissor Test Center _____

# Special Accommodations Request Form

Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special examination arrangements.

Candidates who wish to request special accommodations because of a disability should fax this form to Promissor at (610) 617-9397. Documentation on official letterhead from a physician, school official, licensed psychiatrist, licensed psychologist or other appropriate authority should be included with the form. This documentation should identify the disability and the need for the requested accommodations, and may be in the form of a letter, test results, signed school Individual Education Plan diagnosis and plan, or other official documentation identifying the disability and the accommodations prescribed.

Date \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name M.I.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP

(       )  
Daytime Telephone

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

- |   |  |
|---|--|
| <input type="checkbox"/> Large-print written exam                                 | <input type="checkbox"/> Marker                    |
| <input type="checkbox"/> Additional time  | <input type="checkbox"/> Separate testing room     |
| <input type="checkbox"/> Reader   | <input type="checkbox"/> Sign language interpreter |
| <input type="checkbox"/> Other equipment or accommodation (please explain): _____ |  |

\_\_\_\_\_  
Accommodations previously provided to you (list accommodation and purpose, such as "sign language interpreter for SAT examination"):  
\_\_\_\_\_  
\_\_\_\_\_

Candidates who have questions about special accommodations should contact Promissor:

**Promissor Test Center Operations**  
**3 Bala Plaza West, Suite 300**  
**Bala Cynwyd, PA 19004**  
**Phone: (800) 274-3707 (choose option 1)**  
**TDD: (800) 274-2617 ■ Fax: (610) 617-9397**

**NOTE: Only candidates who require special accommodations should use this form. Only this side of the form need be completed and faxed.**

---

## Utah Real Estate Voucher Request Form

PLEASE PRINT CLEARLY

\_\_\_\_\_

Date

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Initial

\_\_\_\_\_

Address to which voucher should be sent

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

ZIP

\_\_\_\_\_

Payment Type:     Money Order  
                           Company Check  
                           Cashier's Check

(        )

Day Phone

(        )

Evening Phone

\_\_\_\_\_

Email address (if you would like Promissor to email your voucher #)

\_\_\_\_\_

Name of Examination

Make all checks payable to "Promissor" and mail this form to:

**Promissor**  
**c/o AP Voucher Program**  
**PO Box 41508**  
**Philadelphia, PA 19101-1508**

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## **Request for Duplicate Score Report**

Use this form to request a duplicate copy of your score report. Please print or type all information on the reverse side of this form and include the correct fees, or your request will not be processed.

**FEE:**

\$10.00 for scores less than one year old.

\$25.00 for scores one or more years old.

Please enclose **certified check or money order** made payable to “Promissor.” Do not send cash. Write your confirmation number or Social Security number on your payment. You will receive your duplicate score report in 2–3 weeks.

**SEND TO:**

**Utah Real Estate Program  
Duplicate Score Request**  
Promissor Processing Center  
PO Box 8588  
Philadelphia, PA 19101–8588

**AMOUNT ENCLOSED: \$** \_\_\_\_\_

PLEASE COMPLETE  
BOTH SIDES OF  
THIS FORM

**Print your name and current address below:**

Candidate ID #

Social Security #  -  -

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Tel. ( \_\_\_\_\_ ) \_\_\_\_\_

*If the above information was different at the time you were tested, please indicate former name or address below:*

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Tel. ( \_\_\_\_\_ ) \_\_\_\_\_

**Exam taken (✓ one)**

Salesperson

Broker

Date taken:  -   
month year

State in which examination was taken \_\_\_\_\_

*I hereby authorize Promissor to send a duplicate of my score report to me at the address above.*

\_\_\_\_\_  
**Candidate's Signature (required)**



# General Information

Candidates may call (800) 274-7292 to make an exam reservation.

## Promissor Test Centers

Code	Location	Schedule
4515	Ogden, UT	Tuesday, Thursday and Saturday
4517	Midvale, UT	Tuesday through Saturday
0624	Grand Junction, CO	Wednesday, Thursday and Saturday
2914	Las Vegas, NV	Tuesday through Saturday
4516	Provo, UT	Thursday through Saturday

**Locations and schedules are subject to change.**

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## Promissor Holiday Schedule

*No exams on the following holidays or holiday weekends:*

New Year's Day/Eve

Independence Day/Weekend

Martin Luther King, Jr. Day

Labor Day/Weekend

Memorial Day/Weekend

Thanksgiving Day/Weekend

Christmas Day/Weekend