

**OUTLINE OF PRESCRIBED
90 HOUR PRELICENSE CURRICULUM
FOR ARIZONA REAL ESTATE BROKER'S LICENSE**

This is an outline of the prescribed curriculum for the Arizona real estate broker's pre-license course. The course comprises a minimum of 90 hours of classroom instruction and is one prerequisite to filing an application for real estate broker's license.

Student attendance at all sessions of the prelicense course is required. Attendance includes that the student pay attention to the instructor, participate in class discussions and activities, and complete all assigned exercises and homework.

A student must attend the entire course and successfully pass the school's final examination on the curriculum before the school can certify the student's completion.

Broker candidates must also meet an experience requirement before they may take the state license examination. Please refer to A.R.S. § 32-2124 (A)(1), (2) or (3), as applicable. Specific information and forms are included in the Candidate Information Bulletin (experioronline.com).

ARIZONA DEPARTMENT OF REAL ESTATE

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OUTLINE OF 90 HOUR PRELICENSE CURRICULUM ARIZONA REAL ESTATE BROKER'S LICENSE

1. Real Estate Statutes

- 1.1. Sources of Real Estate Law
- 1.2. Arizona Real Estate Statutes -Title 32 Chapter 20

2. Commissioner's Rules -Arizona Administrative Code

- 1.2. License Timeframes
- 2.2. General License Requirements
- 2.3. Education
- 2.4. Advertising
- 2.5. Commissions -Article 7
- 2.6. Documents -Article 8
- 2.7. Professional Conduct -Article 11
- 2.8. Investigations and Administrative Procedures
(see also A.R.S. § 41-1092, et seq.)

3. Agency Relationships & Managerial Duties

- 3.1. Law of Agency
- 3.2. Agency Relationships
- 3.3. Fiduciary
- 3.4. Due Diligence
- 3.5. Misrepresentation & Fraud
- 3.6. Creating an Agency Relationship
- 3.7. Terminating an Agency Relationship
- 3.8. Employment Agreements

4. Contracts and Contract Law

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- 4.1. Contract Essentials and Terminology
- 4.2. The Concept "Reasonableness"
- 4.3. A "Bona Fide" Purchaser
- 4.4. Real Estate Contract Requirements per Arizona Rules and Regulations
- 4.5. Purchase Contract Concerns
- 4.6. Contract Assignability
- 4.7. Contract Termination
- 4.8. Options and First Rights of Refusal

5. Property Interests, Estates and Tenancies

- 5.1. Property
- 5.2. The Estate Concept
- 5.3. Easements
- 5.4. Sole Ownership -Severalty
- 5.5. Co-Ownership -Concurrent Tenancy
- 5.6. Joint Tenancy
- 5.7. Joint Tenancy with Right of Survivorship
- 5.8. Tenancy in Common
- 5.9. Community Property
- 5.10. Community Property with Right of Survivorship
- 5.11. Syndication
- 5.12. Modern Types of Common Ownership

6. Government Rights in Real Property

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- 6.1. Eminent Domain
- 6.2. Police Power
- 6.3. Escheat
- 6.4. Real Property Taxation

7. Tax Implications on Real Estate

- 7.1. Types of Income
- 7.2. Sale of Principle Residence -Examples
- 7.3. Investment Real Estate

8. Water Law

- 8.1. Definitions.
- 8.2. Types of Water Sources
- 8.3. Water Users
- 8.4. Doctrine of water law applicable to Arizona
- 8.5. Arizona Groundwater Act of 1980
- 8.6. Wetlands in Arizona

9. Environmental Law / Disclosures

- 9.1. Regulators
- 9.2. Environmental Laws And Regulations
- 9.3. Current Issues
- 9.4. Due Diligence And Information Sources
- 9.5. Liabilities
- 9.6. Remedy Terminology

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10. Land Descriptions

- 10.1. Monuments and Markers
- 10.2. Metes and Bounds
- 10.3. Rectangular Survey
- 10.4. Subdivision (Lot, Block and Tract)

11. Land Development & Construction

- 11.1. Land Development
- 11.2. Land Planning Terminology
- 11.3. Environmental Concerns -Impact Studies/Audits
- 11.4. Interstate Land Sales -Requirements
- 11.5. Construction Fundamentals

12. Encumbrances

- 12.1. Non-monetary
- 12.2. Monetary (lien)

13. Acquisition and Transfer of Title

- 13.1 Terminology
- 13.2. Methods of Transfer
- 13.3. Deeds
- 13.4. Notice
- 13.5. Adverse Possession (Title and Easement)
- 13.6. Probate
- 13.7. Title Insurance

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14. Escrow and Settlement (Not Including Math)

- 14.1. Definitions
- 14.2. Parties to the Escrow
- 14.3. Duties of the Escrow Officer
- 14.4. Settlement Statements
- 14.5. Seller's disclosures required by law

15. Fair Housing and Americans With Disabilities Act

- 15.1. Fair Housing Laws
- 15.2. Americans With Disabilities Act
- 15.3. Potential Conflicts

16. Leases and Leasehold Estates

- 16.1. Types of Leasehold Estate
- 16.2. Essentials of a Valid Lease
- 16.3. Types Of Leases/Payment Plans
- 16.4. Assignment Vs. Subleasing
- 16.5. Leasehold as Collateral
- 16.5. Termination Of The Lease

17. Arizona Residential Landlord and Tenant Act

- 17.1. Purpose
- 17.2. Exceptions
- 17.3. Terms and Conditions of Rental Agreement
- 17.4. Landlord Responsibilities & Remedies

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17.5. Tenant Responsibilities & Remedies

17.6. Prohibited Acts of Landlord

17.7. End of Rental Relationship

17.8. State And Federal Considerations,

18. Property Management

18.1. Licensing Requirements

18.2. Owner -Broker Management Agreement

18.3. Trust Account -Property Management Specifics

18.4. Agency Law and the Property Manager

18.5. Owner/Tenant Associations

18.6. General Property Management Issues

18.7. Arizona Slumlord Abatement Act (A.R.S. 33-1901 et seq.)

18.8. Owner Liability

19. Property Insurance And Warranties

19.1. Insurance Terminology

19.2. Types Of Properties And Policies

19.3. Indemnification

19.4. Warranties

19.5. National Flood Insurance Program

19.6. Claims History (Clue Report)

20. Appraisal -Terminology & Concepts

20.1. Terminology

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20.2. Appraisal Concepts and Principles of Value

20.3. The Appraisal Process

20.4. Appraiser Licensing and Certification

21. Primary Lenders And The Secondary Market

21.1. Primary Lenders

21.2. Secondary Mortgage Market I

21.3. Types Of Repayment Plans

22. Residential Financing

22.1. FHA Title Programs

22.2. Veterans Administration

22.3. Conventional Loans

22.4. Seller Carryback/Wraparound

22.5. Financial Institutions Reform Recovery Enforcement Act (FIRREA)

22.6. Truth in Lending (Regulation Z)

22.7. RESPA

22.8. Assumption Policies

22.8. Federal Reserve impact on interest

23. Commercial Financing

23.1. Commercial Lending

23.2. Government Loan Programs

23.3. Alternative Sources of Commercial Capital

23.4. Financial Analysis

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23.5. Uniform Commercial Code Search (Secretary Of State, Corporation Commission)

23.6. Seller Carry-Backs

24. Financing Documents

24.1. Financing Theory

24.2. Promissory Notes

24.3. Mortgages

24.4. Deeds of Trust

24.5. Agreement for Sale

25. Foreclosure

25.1. Processes of Foreclosure - Mortgage

25.2. Processes of Foreclosure - Deed of Trust

25.3. Deed in Lieu of Foreclosure

25.4. Proceeds and Lien Priorities Upon Foreclosure

25.5. Post-Foreclosure Remedies

25.6. Forfeiture of Agreement for Sale (aka Land Contract, Contract for Deed, Installment Contract, Land Sales Contract)

26. Bankruptcy And Its Effect On Real Estate Business

26.1. Types Of Bankruptcy Relief

26.2. Impacts On Contracts/Transactions

27. Math

27.1. Proration Calculations

27.2. Appreciation and Depreciation Calculations

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- 27.3. Property Tax Calculations
- 27.4. Net Proceeds Calculations
- 27.5. Loan Interest Calculations
- 27.6. Area and Volume Calculations
- 27.7. Capitalization Calculations
- 27.8. Commission Calculations
- 27.9. Ratio Calculations

28. Selling A Business

- 28.1. When is Real Estate License Not Required, Area of Specialization, Designation
- 28.2. Financial Statements
- 28.3. Legal Forms of Ownership
- 28.4. Professional Limited Liability Company
- 28.5. Trust (REIT)
- 28.6. Corporations
- 28.7. Value of a Business
- 28.8. Writing an Offer
- 28.9. Recording of Interests

29. Real Estate Management

- 29.1. Owning/Operating a Real Estate Office
- 29.2. Meeting Government Requirements
- 29.3. Risk Management
- 29.4. Supervising, Training and Managing Licensees

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29.5. Types of Business Ownership

30. Cooperative Nature Of Real Estate

30.1. Professional Boards and Associations

30.2. Multiple Listing Service

30.3. Ethics and Professional Conduct

30.4. Practice of Brokerage

30.5. Related Careers