



Real Estate 45-Hour Sales Associate Post-Licensing Course

Topics Covered & Learning Objectives

Lesson 1: Legal Review

- Identify renewal requirements
- Understand misrepresentation
- Describe brokerage relationships
- Recall required legal disclosures
- Understand advertising guidelines
- Be aware of other legal considerations

Lesson 2: Housing & Disabilities Law

- Understand the Fair Housing Act
- Understand the Disabilities Act

Lesson 3: Planning & Managing Your Time

- Understand communications skills that a real estate agent must master
- Learning the services that can be performed by an unlicensed personal assistant
- Understand requirements for effective goal setting

Lesson 4: Searching for Listings

- Understand the principal sources of listings
- Understand properties you should not list
- Understand when to list a FSBO
- Understand the types of transactions you can obtain from a call to a for-rent-by-owner
- Understand why listings expire
- Understand categories of leads

Lesson 5: Pricing to Sell

- Understand types of appraisals that may be provided for a fee by a sales associate



- Understand the difference between an opinion of value and an appraisal
- Understand the conditions to be met in order to use a comparable sale fairly

- Understand the property categories shown in a comparative market analysis, as well as the information used in compiling the analysis

- Understand the adjustment process and direction

Lesson 6: Creating a Listing Presentation

- Understand the requirements and steps for a listing presentation

- Understand the Seller's Net Proceeds Form

- Learn costs that a seller may have to pay at closing

- Understand problems that an FSBO may have when selling their home

Lesson 7: Listing Contracts

- Understand the correct terminology to use to protect the broker and the seller from disputes

- Learn the legally required principles of a listing contract

- Learn the characteristics of each type of listing

- Learn the function of an owner's warranty and the latent defects disclosure

- Understand the steps to take to complete a residential profile sheet

- Understand each aspect of the listing agreement that applies to your market area

Lesson 8: Collaborating With Buyers

- Learn methods to enhance your knowledge of the product

- Learn the sources of buyers

- Learn ways your services are beneficial to the buyer

- Understand the benefits of prioritizing

- Understand how to qualify a buyer and why it is important

Lesson 9: Sales/Option Contracts

- Understand the exclusions to the statute of frauds that are seen as acceptable real estate transactions

- Know the transactions that are not acceptable for using the Florida Association of Realtors Residential Sales and Purchase Contract
- Understand the legal test for the legal description to be considered sufficient
- Understand what an option contract is



Lesson 10: Writing an Offer

- Learn the procedure of presenting an offer and the possible responses you can get to the offer
- Understand the process involved when a counteroffer is made
- Understand a Good Faith Estimate

Lesson 11: Mortgage Options

- Understand the disclosures required by the lender on the APR
- Learn how to calculate a PITI payment for a borrower
- Learn how to compare interest savings on different types of loans
- Understand the benefits and disadvantages of adjustable rate mortgages

Lesson 12: Obtaining Financing

- Know the traits of nominee loan
- Understand how lenders use a credit score to help with the process of underwriting
- Learn the federal statutes which control what information a lender is able to obtain and take into consideration to qualify an applicant
- Understand the procedure of standard loan processing
- Learn all parts of a title report

Lesson 13: Closing a Transaction

- Understand the steps that need to be followed after writing a contract
- Learn what needs to be done after a closing
- Learning why an associate should not order repairs on a property themselves
- Understand why a licensee should provide the buyer and the seller closing documents at least one day prior to closing
- Know the methods used to set up an escrow account

Lesson 14: Investment Property

- Understand the trends and changes in the economy
- Understand the phases of an economic cycle
- Know the categories of property maintenance
- Understand the different forms of advertising that will help market a rental property



- Understand the necessary elements to complete a lease