



## South Carolina 60 Hour Salesperson Unit I Pre License Course

### I. The Real Estate Business

- Describe real estate activities
- Identify real estate professions
- Define residential, commercial, investment
- Identify primary brokerage activities
- Define specializations
- List skills & knowledge needed
- Identify major professional organizations
- Identify regulated areas
- List general areas of license law

### II. Rights in Real Estate

- Define land and real estate
- Distinguish categories of property
- Identify the bundle of rights
- Define air, surface, subsurface & water rights
- Identify areas of government & judicial regulations

### III. Interests & Estates

- Define estates in real property
- Define interests & estates in land,
- Distinguish freehold from leasehold estates,
- Describe types of fee simple estate,
- Describe types of life estate,
- Describe types of leasehold estate

#### **IV. Ownership**

- Define the forms of ownership
- Define sole ownership
- Define & distinguish forms of co-ownership
- Describe how joint tenancy is created
- Define the mechanics of an estate in trust
- Identify the features of a land trust
- Define condominium ownership
- Define cooperative ownership
- Define time-share ownership

#### **V. Encumbrances & Liens**

- Define encumbrance
- Identify types and priority of liens
- Describe the types of lien
- Define lien priority
- Describe foreclosure processes
- Describe the types of easements
- Define deed restrictions
- Define encroachment

#### **VI. Transferring & Recording Title**

- Distinguish legal & equitable title
- Define actual and constructive notice
- List & describe processes of voluntary & involuntary transfer
- Describe components of a deed of conveyance
- Identify types of deed
- Identify types of will
- Describe probate processes
- Define title & title records
- Describe the forms of title evidence

## **VII. Real Estate Leases**

- Identify the principal types of leasehold estates
- List the rights & obligations of landlord and tenant
- List the legal requirements of a lease contract
- Describe major lease clauses
- Define the major types of lease
- Define default and termination
- Describe the areas regulated by URLTA

## **VIII. Land Use Planning & Control**

- Describe the goals and process of land use planning
- Describe the zoning & zoning appeals process
- Define the types of zone
- Describe the process of taking by eminent domain
- Describe the major environmental legislation
- Describe the major types of private land use control

## **IX. Legal Descriptions**

- Define legal description
- Describe the metes and bounds method
- Interpret a metes and bounds description
- Describe the rectangular survey method
- Identify ranges, tiers and townships
- Identify sections of a township
- Calculate acreage of fractions of a section
- Describe a section fraction
- Interpret a rectangular survey description
- Describe the recorded plat method
- Describe the use of elevation reference points

## **X. Real Estate Contract Law**

- Identify the basic legal concepts of contracts
- Describe requirements for contract validity
- Describe the creation & termination of contracts

## **XI. Agency**

- Define the agency relationship
- Describe the fiduciary duties of agency
- Identify the forms of real estate agency
- Describe the rules of agency disclosure
- Identify problem areas for real estate agents

## **XII. Listing Agreements**

- Describe the basis of listing agreements in contract and agency law
- Identify the types of listing agreement
- Describe how an agent fulfills an agreement and earns compensation
- Identify the basic provisions of a listing agreement

## **XIII. The Brokerage Business**

- Identify the activities, scope & organization of brokerage
- Identify who may/may not broker real estate
- Define broker-salesperson relationships
- Calculate a commission split

## **XIV. Contracts for the Sale of Real Estate**

- Describe the characteristics and provisions of a contract for sale
- Describe the characteristics and provisions of an option-to-buy contract
- Describe the characteristics of a contract for deed

## **XV. Real Estate Market Economics**

- Describe the elements of the market system
- Define the economic characteristics of real estate
- Describe real estate supply and demand

## **XVI. Appraising & Estimating Value**

- Define real estate value
- Describe economic foundations of real estate value
- Identify major types of value
- Define market value
- Define appraisal
- Describe the appraisal process
- Describe the three approaches to value
- Define comparative market analysis
- Perform basic calculations used in appraisal
- Identify regulated appraisal activities and professional standards

## **XVII. Real Estate Finance**

- Define mortgage financing
- Describe loan transactions
- Calculate loan financial components
- Identify major elements of mortgage & trust deed
- Describe the underwriting & loan application processes
- Describe the major laws that affect mortgage lending
- Calculate the loan amount for which a borrower qualifies
- Describe the primary & secondary mortgage markets
- Describe common loan types and structures

## **XVIII. Real Estate Investment**

- Describe the investment characteristics of real estate
- Identify investment entities & describe the tax treatment of real estate investments
- Perform investment analysis and tax calculations

## **XIX. Real Estate Taxation**

- Identify taxing entities
- Describe ad valorem taxation
- Perform basic tax calculations
- Describe the enforcement of tax liens

## **XX. Ethics: Laws and Practices**

- Identify and describe the fair housing laws & fair financing laws;
- Identify fair housing and financing problem areas for real estate agents;
- Identify acceptable ethical and professional practices

## **XXI. Closings**

- Describe the process of a real estate closing
- Describe the requirements of RESPA
- Define buyer's & seller's debits and credits
- Define and calculate prorations
- Identify and calculate taxes due at closing
- Complete a closing statement

## **XXII. Real Estate Licensing & Regulation**

- Describe the role of state license law
- Describe the procedure & requirements for obtaining and retaining a real estate license
- Identify services requiring a license
- Identify the types of real estate license
- Describe the role of the state real estate commission

## **XXIII. Risk Management**

- Define risk & risk management
- Explain the four basic risk management strategies
- Describe the four primary risk management procedures in real estate practice
- Identify the primary risk areas for real estate licensees

#### **XXIV. Property Management**

- Describe the major functions of the property manager;
- Identify the nature and components of a management agreement;
- Describe elements of various lease types of most interest to a property manager;
- Identify sources of management business, the role of the management plan in securing business, and sources of professional training for property managers

#### **XXV. South Carolina Licensing Environment**

- The SC Real Estate Commission
- Acquiring the License
- License Maintenance & Renewal
- Continuing Education Requirements

#### **XXVI. South Carolina Regulation of Licensees**

- Duties and Requirements of Licensees
- Regulated Activities
- Disclosures
- Offers and Counteroffers
- Documents and Recordkeeping
- Trust Fund Handling and Accounting Practices
- Broker/Salesperson Relationship
- License Law Violations

#### **XXVII. South Carolina Brokerage Relationships and Agreements**

- Brokerage Agreements in South Carolina
- SC Agency Disclosure Form
- Company Policy

#### **XXVIII. South Carolina Transaction Agreements**

- Offers to Purchase
- Purchase and Sale Contract
- SC Residential Property
- Condition Disclosure

**XXIX. Other South Carolina Laws and Practices**

- Consumer Protection Code
- Fair Credit Reporting Act
- SC Residential Landlord & Tenant Act
- SC Vacation Time Sharing Plans Act
- Megan's Law
- South Carolina Coastal Zone Management Act
- South Carolina Human Affairs Commission
- South Carolina Property Taxes
- Technology/ Electronic Transactions
- Homeowners' Associations
- Predatory Lending
- Consumer Protection Code

**XXX. Real Estate Math**

- Add and multiply fractions;
- Convert decimals and percentages
- Convert fractions and percentages
- Multiplying using percentages



- Calculate area of basic shapes
- Calculate area from legal description
- Calculate commission
- Calculate Goodwill
- Calculate Percentage of Listing Price
- Calculate Earnest Money Deposits
- Calculate Rent Escalations
- Calculate FIRPTA Withholdings
- Adjust Comparables for Appraisals
- Calculate Income Capitalization
- Calculate Loan Amounts, Rates, and Payments
- Calculate Loan-to-Value Ratio
- Calculate Income Underwriting Ratio
- Calculate Debt Underwriting Ratio
- Calculate Points
- Calculate Appreciation
- Calculate Equity
- Calculate Pre-tax Cash Flow
- Calculate Tax Liability
- Calculate Annual Depreciation Expense
- Calculate Capital Gain
- Calculate Return, Rate of Return, and Investment Amount
- Calculate Tax Rate
- Calculate Special Assessments
- Calculate Prorations



## South Carolina 30 Hour Unit II Advanced Principles Course

### A. Agency and Property Disclosure

- Define the agency relationship;
- Describe the fiduciary duties of agency;
- Identify the forms of real estate agency;
- Describe the rules of agency disclosure;
- Identify problem areas for real estate agents
- Duties and Requirements of Licensees
- Regulated Activities
- Disclosures
- Offers and Counteroffers
- Documents and Recordkeeping
- Trust Fund Handling and Accounting Practices
- Broker/Salesperson Relationship
- License Law Violations
- Brokerage Agreements in South Carolina
- SC Agency Disclosure Form
- Company Policy
- Offers to Purchase
- Purchase and Sale Contract
- SC Residential Property
- Condition Disclosure

### B. Real Estate Contracts

- Identify the basic legal concepts of contracts;
- Describe requirements for contract validity;
- Describe the creation & termination of contracts
- Describe the basis of listing agreements in contract and agency law;
- Identify the types of listing agreement;

- Describe how an agent fulfills an agreement and earns compensation;
- Identify the basic provisions of a listing agreement
- Describe the characteristics and provisions of a contract for sale;
- Describe the characteristics and provisions of an option-to-buy contract;
- Describe the characteristics of a contract for deed

### **C. Ethics and Real Estate**

- Compare and contrast general business ethics to the REALTOR® Code of Ethics
- Distinguish key aspirational concepts found in the Preamble to the NAR Code of Ethics
- Interpret the concepts established in Articles 1, 3, 10, 11, 12, 15, and 16 of the Code of Ethics
- Analyze through case studies possible violations of the Code of Ethics related to the Articles cited above
- Summarize the professional standards process for enforcing the Code of Ethics including the duty to arbitrate
- Recognize critical elements of due process as they relate to Code enforcement
- Support factors considered by hearing panels in procuring cause disputes
- Apply some professional courtesies described in the Pathways to Professionalism
- Identify and describe the fair housing laws & fair financing laws;
- Identify fair housing and financing problem areas for real estate agents;
- Identify acceptable ethical and professional practices

### **D. Measurements and Valuations**

- Identify basic valuation principles, including supply and demand, absorption rate, etc.
- Identify three approaches to value
- Evaluate all three approaches to value to determine which approach (or approaches) should be used
- Explore market analysis for residential real estate pricing
- Identify how to select comparables for residential real estate pricing
- Contrast an appraiser's job with an agent's job

- Identify components of automated valuation models (AVMs)
- Discuss how to prepare and present pricing data.
- Define real estate value;
- Describe economic foundations of real estate value;
- Identify major types of value;
- Define market value;
- Define appraisal;
- Describe the appraisal process;
- Describe the three approaches to value;
- Define comparative market analysis;
- Perform basic calculations used in appraisal;
- Identify regulated appraisal activities and professional standards

## **E. Real Estate Finance**

- Describe the elements of the market system;
- Define the economic characteristics of real estate;
- Describe real estate supply and demand
- Define mortgage financing;
- Describe loan transactions;
- Calculate loan financial components;
- Identify major elements of mortgage and trust deed;
- Describe the underwriting & loan application processes;
- Describe the major laws that affect mortgage lending;
- Calculate the loan amount for which a borrower qualifies;
- Describe the primary & secondary mortgage markets;
- Describe common loan types and structures
- Describe the investment characteristics of real estate;
- Identify investment entities;
- Describe the tax treatment of real estate investments;
- Perform basic real estate investment analysis and tax calculations