

**National and State Examination Specifications
Salesperson Course Outline Checklist**

Instructor: MULTIPLE SITES

School: Dearborn Publishing

Textbook(s): ALABAMA REAL ESTATE PRINCIPLES ONLINE COURSE (1818477)

RE300659

Course Topic	Textbook Page Number(s)	Course Session	√
Listing Property			
A. Listing			
1. Legal description of property	C0932038-097	9	
2. Calculation of lot size	C2434689	24	
3. Calculation of physical dimensions of structure	C2434689	24	
4. Appurtenances (e.g., easements and water rights)	C0731700	7	
5. Utilities (types and availability)	PDF INSERT	6	
6. Determine or obtain type of construction	C0631501	6	
7. Encumbrances (e.g., liens, encroachments, restrictions)	C0731695	7	
8. Compliance with building codes	C1933819	19	
9. Ownership of record	C0831847	8	
10. Homeowners association documents and expenses	C0831897-904	8	
11. Brokerage fee	C0531320-325	5	
12. Property taxes	C1032231	10	
B. Assessment of Property Value			
1. Location	C0230802	2	
2. Anticipated changes (e.g., zoning and use)	C1833657	18	
3. Depreciation	C1833675	18	
4. Deterioration (e.g., physical)	C1833675	18	
5. Obsolescence (e.g., usefulness, outdated characteristics)	C1833675	18	
6. Improvements (e.g., additions)	C1833659	18	
7. Economic trends	C0130640-651	1	
8. Market data	C1833690	18	
C. Services to the Seller			
1. Responsibilities of the licensee and the listing firm	C0431105-114	4	
2. Explain the concept of property subdivision	C1933840	19	
3. Inquire about hidden defects known by the owner	C0431165-167	4	
4. Information about required disclosures (e.g., lead based paint)	C2134171	21	
5. Property included in and excluded from sale (e.g., land, minerals, water, crops, fixtures)	C0230788	2	
6. Personal property and real property differences	C0230785	2	
7. Net proceed estimation	C02234376	22	
8. Completion of listing agreement, provision to seller, explanation	C0631503-528	6	
9. Determination that parties holding title have signed listing agreement	C0631508	6	
10. Explain showing of the house and ways to safeguard property	PDF INSERT	6	
11. Describe methods of marketing property	C0631507	6	
12. Presentation of offers to the seller	PDF INSERT	6	
13. Property tax information	C1032231	10	
14. Develop and maintain transaction files	C0431114	4	
15. Deed restrictions and covenants	C0731698	7	
16. Forms of ownership interests in real estate, issues related to conveyance of real property	C0831848-867	8	
17. Fair housing laws	C2033984	20	
18. Comparative market analysis - sales comparison approach	C1833651	18	
19. Comparative market analysis - income derived from property use	C1833678	18	

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20. Independent appraisal necessity	C1833649	18	
21. Determine when inspections are necessary	C0431118	4	
22. Non-ownership interests in real property (e.g., leasehold interests of tenants)	C0731668	7	
23. Planning and zoning (e.g., variance, zoning changes, and special study zones such as floods and geological hazards)	C1933819	19	
2. Selling Property			
A. Services to the Buyer			
1. Relationship and responsibilities of licensees and selling firm to buyer	C0631529-631	6	
2. Rights of ownership (e.g., bundle of rights)	C0230775	2	
3. Types of ownership (e.g., joint tenancy and tenancy in common)	C0831851	8	
4. Determination of buyer's price range and eligibility for various types of financing	C0330950	3	
5. Identification of property that meets buyers needs and specifications	C0631532	6	
6. Current market conditions	C0130640	1	
7. Review and choose properties to show to prospective buyers	C0431109	4	
8. Characteristics of property	C0230798	2	
9. Material facts concerning property (e.g., taxes, zoning, building codes, and other land use restrictions)	C1933837	19	
10. Physical condition of property (e.g., defects and environmental hazards)	C0431158	4	
11. Psychological impact related to property (e.g., murder or suicide)	C0431168-171	4	
12. Income tax implications of home ownership	C0330956	3	
13. Tax implications for real estate investments	C2334571-573	23	
14. Required disclosure statements	C0631531	6	
15. Sales contract forms and provisions, including contingencies	C1132430-434	11	
16. Recommendation that buyer seek legal counsel	C0531303	5	
17. Preparation of offers and counteroffers	C1132433	11	
18. Presentation of offers and counteroffers	C1132433	11	
19. Planning and zoning (e.g., variance, zoning changes, and special study zones such as floods and geological hazards)	C1933833	19	
20. Availability of home protection plans (e.g., home warranties)	C0631518	6	
21. Need for insurance (e.g., fire, hazard, liability)	C0330958	3	
22. Policy for complying with fair housing laws	C2034013	20	
B. Advising Buyers of Outside Services			
1. Inspection reports	C0431106CHART	4	
2. Survey reports	C2234347	22	
3. Appraisal reports	C0431106CHART	4	
4. Environmental reports	C0431106CHART	4	
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2. Negotiation of lease agreements used in property management	PDF INSERT	16	
3. Preparation of rental and lease agreements	C1633322	16	
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5. Methods of marketing property	PDF INSERT	16	
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7. Disclosure of material facts to lessee	C1633334	16	
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9. Showing property to prospective tenants	C1733500	17	
10. Occupancy terms	C1633328	16	
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18. Environmental and safety hazards	C1733514-515	17	
19. Compliance with federal requirements (e.g., ADA, fair housing, lead-based paint disclosures)	C1733516-522	17	
20. Eviction proceedings	C1633354	16	
21. Maintenance and repair management	C1733508-513	17	
22. Fees, security deposits, and rent	C1633525	16	
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A. Tax Issues			
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3. Tax shelters	C23345579	23	
4. Capital improvements	C1733492	17	
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6. Tax deferred exchanges	C2334575	23	
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3. Title problems	C1332766	13	
4. Legal procedures (e.g., quiet title, foreclosure, bankruptcy, declaratory judgment)	C1332767	13	
5. Preparation of title abstracts	C1332770	13	
6. Liens and order of priority (e.g., mortgages, trust deeds, construction/mechanics liens, judgments by court)	C0731697	7	
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7. Real Estate Settlement Procedures Act	C2234372374	22	
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4. Rights of home ownership (e.g., homestead, rights of husband and wife)	C0731688	7	
5. Rights of others related to property (e.g., adverse possession, adjoining owners, encroachments)	C0731706	7	
6. Nature and types of common interest ownership (e.g., condominium, planned unit development, cooperative, townhouse)	C0831894	8	
7. Eminent domain proceedings	C0731659-661	67	
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9. Determine if securities law applies and provide referrals	C2334584	23	

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5. Financing			
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4. Other sources of financing	C1533093	15	
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2. Repayment methods (e.g., adjustable rate mortgage, fully/partially/nonamortized, renegotiated rate)	C1533103-111	15	
3. Forms of financing (such as FHA, VA, FmHA, conventional loan)	C1533133-154	15	
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5. Other types of mortgage loans (e.g., wraparound, blanket, package)	C1533155-170	15	
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