Before paying for your examination registration, be sure you understand the contents of this bulletin. Please retain and use it as a reference when contacting PSI.

PSI Services, LLC
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

OKLAHOMA REAL ESTATE COMMISSION

REAL ESTATE LICENSURE

APPLICANT INFORMATION BULLETIN

NOTICE

Applicants are advised that in Oklahoma real estate licensees do not practice under the "common law of agency", but rather, practice under broker relationships that are defined within the Oklahoma Real Estate License Code and Rules. The common law of agency is practiced in most all other licensing jurisdictions and therefore since Oklahoma is now utilizing a national examination vendor, the national portion of the examination will contain questions regarding the common law of agency. Prospective licensees need to be aware of the common law of agency concepts as they will from time to time be dealing with nonresident licensees and/or consumers.

In Oklahoma, the common law of agency is still practiced between the real estate broker and the broker's associates; however, there is no agency relationship that can exist between the broker/associate and the consumer. Applicants can locate references to the common law principles of agency in real estate text books (that could be obtained from any local library).

Please refer to our website to check for the most updated information at www.psiexams.com

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EXAMINATIONS BY PSI LICENSURE: CERTIFICATION

This Applicant Information Bulletin provides you with information about the examination and application process for obtaining a real estate license in the State of Oklahoma.

Oklahoma state laws stipulate that a person may not act as a real estate salesperson or broker without first obtaining a license issued by the Oklahoma Real Estate Commission. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations relating to real estate.

The Oklahoma Real Estate Commission has contracted with PSI Services, LLC (PSI) to conduct the examination testing. PSI provides examinations through a network of computer examination centers in Oklahoma. PSI works closely with the State to be certain that examinations meet local, as well as, national requirements in basic principles and examination development standards.

The following are the Oklahoma real estate licensing examinations offered by PSI:

- Salesperson
- Salesperson Instructor
- Salesperson State-Only
- Broker
- Broker Instructor
- Broker State-Only

HOW TO OBTAIN A LICENSE

TYPES OF LICENSE AND REQUIREMENTS

Provisional Sales Associate A provisional sales associate (PSA) is an **entry level licensee**, which is under the supervision of a real estate broker. A PSA cannot enter into contractual agreements with a customer or client in his or her own name, but must enter into such agreement for and in the name of their sponsoring broker. In order to apply for a PSA license, a person must be of good moral character, eighteen (18) years of age or older, and submit evidence to the Commission of successful completion of Part I of ninety (90) clock hours of basic real estate instruction in a course that is approved by the Commission.

Upon passing the state examination and obtaining a PSA license from the Commission, the PSA has a Part II post-license education requirement of forty-five (45) clock hours that must be completed within the first year of obtaining a license. The Commission has identified core subject matter that qualifies to meet this requirement; and also approves other subject matter totaling forty-five (45) clock hours or more, as long as it is real estate related and is approved by the Commission. Once a PSA has completed Part II of the course requirement and has provided the Commission with evidence of such completion, at the end of their one-year license term their license will be issued as a sales associate (SA) license (upon submission of the appropriate license renewal form and fees.)

Sales-A sales associate (SA) license is the same as a provisional sales associate (PSA) license except: 1) the sales associate no longer has a forty-five (45) clock hour Part II post-license education requirement, but rather has a twenty-one (21) clock hour continuing education requirement each active license term; and 2) the sales associate license is a three-year renewable license, as opposed to the provisional sales license which is only a one-year license.

If you are seeking a SA type of license and you are currently holding an active license in another state please contact the Oklahoma Real Estate Commission for specific instructions.

Upon passing the state examination a sales associate must work under the sponsorship of a real estate broker. A sales associate cannot enter into contractual agreements with a customer or client in his or her own name but must enter into such agreement for and in the name of their sponsoring broker.

Broker-A broker license allows a person to do business as a firm and sponsor licensed associates (provisional sales associates, sales associates or broker associates.) The broker will be responsible for activities of their associates. In order for an applicant to apply for a broker license, the applicant must be of good moral character, possess two (2) years of active experience, or its equivalent, as a PSA or SA within the last five (5) years, and submit evidence of successful completion of ninety (90) clock hours of advanced real estate instruction in a course that is approved by the Commission and pass the Broker's examination.

A broker applicant may request the two years experience to be waived but no education course content may be waived. The broker applicant must show proof of successful completion in the basic, provisional post-license (or its equivalent) and advanced course of study prior to qualifying for the broker examination. Upon request from the Commission, an applicant may attempt to qualify for the two (2) year waiver and must submit all documentation as required by the Commission to verify the waiver. Upon passing the state examination, a broker has the option of applying for a license as a broker associate, proprietor broker, branch office broker, managing broker for a corporation or association, or as a broker partner of a partnership. For additional information refer to the Broker Licensing Options.

Reinstatement If you have been lapsed for less than five years and you are seeking reinstatement of a previously held Oklahoma License, please contact the Oklahoma Real Estate Commission for specific instructions.

Anyone whose license has been lapsed for more than five years will be treated as an original applicant.

APPLICATION AND EXAMINATION

An application form can be obtained from the Commission website or from the entity where the applicant completed the schooling **(an applicant can only take the examination if they have successfully completed a Commission approved pre-license course and the Commission has received the fully completed applications A and B).** The only exception to this rule may apply to a nonresident or previously licensed applicant. Further, a broker applicant must meet the 2 years experience requirement within the required time period or qualify through the Experience Equivalent Point System.

The Commission will process your examination application for eligibility and PSI will be notified by OREC of an applicant's approval to test upon receipt at OREC of the following:

- Application A, which must include, a completed finger print card, and the fee of $41.00.
- Application B, which must include proof of citizenship, or qualified alien statuses, photo, proof of education, fully notarized application and complete information on an applicants work history and residence for the past five years.

If an applicant has ever held a real estate license in another state they must also include a complete license history from that state(s).

If any part of the application is incomplete, the application cannot be approved and notice cannot be sent to the examination vendor.

Upon approval by the Commission, you will receive an eligibility notice with instructions for registering and scheduling the examination. Prior to the examination at the test site all applicants must provide 2 forms of identification**, one must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph**.

If the applicant successfully passes the examination, the license will not be issued until all required documents are received and the application has final approval from the Oklahoma Real Estate Commission. Any and all fees paid are non-refundable, regardless of final approval.

The last page of the provisional sales or sales associate application allows the applicant to sign up with a broker prior to taking the examination. It is not a requirement to have this part of the form completed prior to taking the examination. This is only included as a matter of convenience so that the applicant can proceed to have their license issued in the event they pass the examination and receive final approval of the application. This also allows the applicant the option of placing their license on an inactive status in the event they have not yet selected a broker. Inactive status is only necessary if the applicant has not yet chosen a broker, and will not do so within the examination grade validity period.

Oklahoma Real Estate Commission
Shepherd Mall
2401 N.W. 23rd Street, Suite 18
Oklahoma City, Oklahoma 73107
Telephone: (405) 521-3387
Toll Free: 1-866-521-3389
Main Fax: (405) 521-2189
Education Fax: (405) 522-8564
Email: orec.help@orec.ok.gov
www.ok.gov/OREC/

EXAMINATION REGISTRATION AND SCHEDULING PROCEDURES

All questions and requests for information about examinations should be directed to PSI.

PSI
3210 E Tropicana
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

Upon approval of eligibility by the Commission, you may proceed with the Examination Registration and Scheduling process. Applicants for the pre-license examination will have a total of three (3) hours to complete their examination. Applicants taking the Brokers examination will have a total of four (4) hours to complete their examination. Applicants who fail the examination have the option of reviewing their missed questions at the end of their examination. Non-Resident applicants, in some cases, may not be required to take the entire examination but all applicants will be required to pass the state portion. Please refer to the Oklahoma License Code and Rules for more information.

EXAMINATION FEE

Salesperson/Salesperson Instructor/ Salesperson State-Only	$60
Broker/Broker Instructor/Broker State-Only	$75

NOTE: REGISTRATION FEES ARE NOT REFUNDABLE. REGISTRATION FEES EXPIRE AFTER ONE YEAR OF REGISTERING.

INTERNET REGISTRATION

For the fastest and most convenient examination scheduling process, PSI recommends that candidates register for their exams using the Internet. In order to register over the Internet, applicants will need to have a valid MasterCard or Visa. Applicants register online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below.

1. Log onto PSI's website and complete the associated registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your examination.

TELEPHONE REGISTRATION

The second fastest method of scheduling is the automated telephone system with PSI's Interactive Voice Response system (IVR) during non-business hours or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.

Call (800) 733-9267, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 6:30 a.m. and 7:00 p.m. and Saturday, between 10:00 a.m. and 4:00 p.m. Central Time, to receive the information listed on your Examination Registration Form and to schedule your appointment for the examination.

Prior to calling you will need to complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

FAX REGISTRATION

For Fax registration, you will need a valid VISA or MasterCard. Complete the Examination Registration Form, including your credit card number and expiration date.

1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.

2. If your information is incomplete or incorrect, it will be returned for correction. Please allow four (4) business days to process your Registration. After four (4) business days, you may call PSI to schedule the examination at (800) 733-9267.

STANDARD MAIL REGISTRATION

For those desiring to make payment for their examination using **cashiers checks** or **money orders**, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

Complete the PSI registration form, and appropriate examination fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your name on your cashier's check or money order to ensure that your fees are properly assigned. **CASH, COMPANY CHECKS, PERSONAL CHECKS ARE NOT ACCEPTED.**

PSI
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BE SURE TO READ ALL DIRECTIONS CAREFULLY BEFORE COMPLETING THE EXAMINATION REGISTRATION FORM. IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU UNPROCESSED.

Please allow two (2) weeks to process your Registration. After two (2) weeks, you may call PSI to schedule the examination after 6:30 a.m., Central Time, (800) 733-9267.

If your application or fees are not correct, we will return them to you immediately with instructions on correct application procedures.

CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the Internet, automated telephone system (IVR), or call PSI and speak to a Customer Service Representative.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Do not arrive on time for your examination;
- Do not present proper identification when you arrive for the examination.

SCHEDULING A RETAKE

An applicant who tests unsuccessfully on a Wednesday can call that day, and schedule to retest as soon as Thursday, depending upon space availability. You may access a registration form at www.psiexams.com. You may also call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to schedule or reschedule an examination.

SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting an applicants needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination must fill out the form at the end of this Applicant Information Bulletin and fax to PSI (702) 932-2666. This form also includes out-of-state testing requests.

EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You may also check our website at www.psiexams.com.

EXAMINATION SITE LOCATIONS

The Oklahoma examinations are administered at the PSI examination centers in Oklahoma as listed below. The following directions are generated from the most current mapping services available. However, new road construction and highway modifications may result in some discrepancies. If you are not familiar with the specific area of the testing site, please consult a reliable map prior to your test date.

PSI - Oklahoma City
3800 N Classen Blvd, Ste C-20
Oklahoma City, OK 73118
From I-235 N, merge onto I-44 W. Then merge onto Northwest Expy. Go to Classen Blvd and turn right. The office is located in a white building.

PSI - Tulsa
2816 East 51St Street, Suite 101
Tulsa, OK 74105
From I-44 East, exit number 228 (Harvard), stay to the right which will be westbound on 51st St. 1/4 mi on the left is the office building, red awning over entrance.
From I-44 West, exit number 228 (Harvard), turn south (left) at off ramp onto Harvard. Turn West (right) on 51st St. Building is on the south side of 51st (left), red awning over entrance.

PSI - McAlester
21 East Carl Albert Parkway
McAlester, OK 74501
From S. Main St., turn right onto US 270 East. Go 1/2 block. End at 21 E. Carl Albert Parkway (Highway 270).

PSI - Woodward
1915 Oklahoma Ave, Suite 3
Woodward, OK 73801
From Highway 270, go west at the intersection of 9th and Oklahoma Avenue. Go west 10 blocks to 19th Street. The building is on the south side of Oklahoma Avenue, across from the Sonic Drive-In.

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations by calling (800) 733-9267. You will need to speak with a Customer Service Rep to schedule outside of Oklahoma.

REPORTING TO THE EXAMINATION SITE

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination site and you will forfeit your examination registration fee.*

REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide two (2) forms of identification. One must be a VALID form of government issued identification (driver's license, state ID, passport), which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the Examination Form and your Applicants Confirmation Notice sent to you by the Commission.

Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

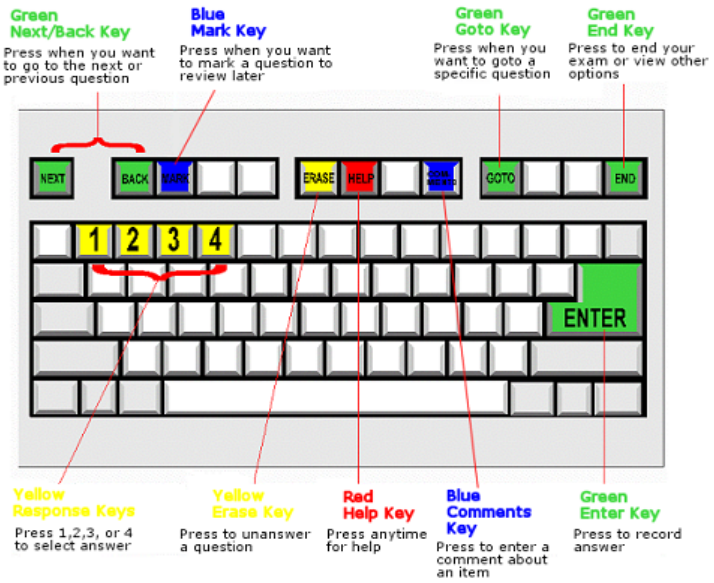
SECURITY PROCEDURES

The following security procedures will apply during the examination:

- Cell phones, pagers, purses, briefcases, personal belongings and children are not allowed in the examination site.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy and Oklahoma State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. You may spend, on this tutorial, up to 15 minutes and it DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

EXAMINATION QUESTION EXAMPLE

During the examination, you should press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You should then press "ENTER" to record your answer and move on to the next question. A sample question display follows:

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

EXAMINATION REVIEW

In the event you fail the examination you will be given 60 minutes at the end of the examination to review the items you missed. The items will not be in any particular order.

Comments may be entered on the computer keyboard during the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed.

SCORE REPORTING

Any applicant that passes the examination will receive a pass letter immediately following completion of the examination. A failed examination will generate your actual score and a summary of the categories. The following summary describes the score reporting process:

- **Computer Test** – your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination;
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will receive a diagnostic report indicating your strengths and weaknesses by examination type with the score report.
- **If you take a written test** – an unofficial score report will be printed at the examination site.

GRADE VALIDITY

A passing examination score is valid for one (1) year.

TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for your examination.

- Only consider the actual information given in the question, do not read into the question by considering any possibilities or exceptions.
- Planned preparation increases your likelihood of passing.
- Start with a current copy of this Applicant Information Bulletin and use the examination content outline as the basis of your study.
- Read study materials that cover all the topics in the content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory and it is also an excellent business practice.
- Discuss new terms or concepts as frequently as you can with colleagues. This will test your understanding and reinforce ideas.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

DESCRIPTION OF EXAMINATIONS

EXAMINATION SUMMARY TABLE

Examination	# of Items	Passing Score	Time Allowed
Salesperson	130	(75%)	3 hours
Salesperson Instructor	130	(80%)	3 hours
Salesperson State-Only	50	(75%)	1.5 hours
Broker	150	(75%)	4 hours
Broker Instructor	150	(80%)	4 hours
Broker State-Only	70	(75%)	2 hours

PRETEST ITEMS

In addition to the number of examination items specified, a small number of five to ten "pretest" questions may be administered to applicants during the examinations. **These questions will not be scored and the time taken to answer them will not count against examination time.** The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

CONTENT OUTLINES

The examination content outlines have been prepared and are periodically updated by committees of professionals who are subject matter experts in real estate practice, real estate instruction, and regulatory issues. The examination content outlines these professionals have prepared identify areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review course material. The outlines list the topics that are on the examination. Do not schedule your examination until you are familiar with the topics in the outline.

REAL ESTATE PRINCIPLES AND PRACTICES

I. Property Ownership
- A. Classes of Property
- B. Land Characteristics and Property Descriptions
- C. Encumbrances
- D. Types of Ownership

II. Land Use Controls and Regulations
- A. Government Rights in Land
- B. Public Controls Based in Police Power
- C. Private Controls

III. Valuation and Market Analysis
- A. Value
- B. Methods of Estimating Value (Applicability, Key Elements)
- C. Competitive Market Analysis
- D. Transactions Requiring Formal Appraisal

IV. Financing
- A. General Concepts-**LTV,PMI, APR, Discount Points, Mortgagee, Mortgagor**
- B. Types of Loans
- C. Sources of Loan Money
- D. Government Programs
- E. Mortgages/Deeds of Trust
- F. Financing/Credit Laws

V. Laws of Agency
- A. Law, Definition, and Nature of Agency Relationships
- B. Common Types of Agency Agreements in Real Estate
- C. Agency Duties
- D. Disclosure of Agency (General, Detailed Requirements in State Portions)
- E. Commission and Fees

VI. Mandated Disclosures
- A. Property Condition Disclosure Forms
- B. Need for Inspection and Obtaining/Verifying Information
- C. Material Facts

VII. Contracts
- A. General Knowledge of Contract Law
- B. Offers/Purchase Agreements
- C. Counteroffers/Multiple Counteroffers
- D. Leases as Contracts
- E. Rescission and Cancellation Agreements/Other Contract Terminations

VIII. Transfer of Property
- A. Title Insurance
- B. Deeds
- C. Escrow or Closing
- D. Tax Aspects **Capital Gains Exclusion-1031 Exchange**
- E. Special Processes (e.g., Probate, Foreclosure) *(Broker only)*

IX. Practice of Real Estate
- A. Fair Housing Laws
- B. Advertising and Misrepresentation
- C. Agent Supervision *(Broker only)*
- D. Ethical Issues
- E. Broker/Salesperson Agreements

X. Real Estate Calculations
- A. General Math Concepts
- B. Property Tax Calculations (not Prorations)
- C. Lending Calculations
- D. Calculations for Transactions
- E. Calculations for Valuation
- F. Mortgage Calculations

XI. Specialty Areas
- A. Property Management and Landlord/Tenant
- B. Subdivisions
- C. Commercial Property/Income Property
- D. Business Opportunities (*Broker only*)

STATE-SPECIFIC

I. Laws and Rules Affecting Oklahoma Real Estate Practice (Salesperson-25 Items, Broker-20 Items)
- A. Acts of the Associates
- B. Advertising Regulations (OREC Code and Rules)
- C. Contract Law-Dual Contracts
- D. Contract Law-Statue of Frauds
- E. Disclosure of Licensed Status
- F. License Maintenance Requirements
- G. Real Estate Commission
- H. Violations and Disciplinary Measures
- I. Duty to Account

II. Oklahoma Brokerage Relationships Act (Salesperson-14 Items, Broker-11 Items)
- A. Broker Duties-Extension beyond Transaction
- B Brokerage Relationship Disclosures
- C. Brokerage Relationships
- D. Confidentiality
- E. Single Party Broker
- F. Terms and Concepts
- G. Transaction Broker
- H. Vicarious Liability

III. Specialized Property Operations (Salesperson-5 Items, Broker-6 Items)
- A. Property Management License Requirements
- B. Additional Property Management Rules
- C. Residential/Non-Residential Landlord and Tenant Act

IV. Disclosures and Hazards (Salesperson-6 Items, Broker-5 Items)
- A. Material Fact Disclosures
- B. Property Conditional Disclosure/Disclaimer Statements
- C. Psychologically Impacted Property

V. Trust Accounts and Trust Funds (**Broker only-8 Items**)
- A. Duty to Account
- B. Commingling
- C. Trust Account Registration and Audits

D. Earned Commissions

VI. Brokerage Management (Broker only-10 Items)

A. Office Management
B. Advertising
C. Rules When Closing a Business
D. Antitrust Issues

VII. Closing Statements (Broker only-10 Items)

A. Completion of HUD-1

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the Oklahoma real estate salesperson, or broker examination. They are intended primarily to familiarize you with the style and format of questions you can expect to find in the examinations. The examples do NOT represent the full range of content or difficulty levels found in the actual examinations.

SAMPLE SALESPERSON QUESTIONS

A. Which of the following interests in property is held by a person who is granted a lifetime use of a property that will be transferred to a third party upon the death of the lifetime user?

1. A life estate.
2. A remainder estate.
3. An estate for years.
4. A reversionary estate.

B. Which of the following statements BEST identifies the meaning of the term, "rescission of a contract"?

1. A ratification of a contract by all parties.
2. A return of all parties to their condition before the contract was executed.
3. A transfer or assignment of a particular responsibility from one of the parties to another.
4. A review of the contract by the legal counsel of either party that may result in a cancellation without penalty or further obligation.

C. Which of the following clauses in a mortgage allows the lender to demand loan repayment if a borrower sells the property?

1. Defeasance
2. Prepayment
3. Acceleration
4. Alienation

D. How much cash MUST a buyer furnish in addition to a $2,500 deposit if the lending institution grants a 90% loan on an $80,000 property?

1. $5,500.
2. $6,975.
3. $7,450.
4. None of the above.

E. Which of the following single-family residences would get the MOST accurate appraisal by applying the reproduction cost approach to value?

1. A rental property.
2. A vacant property.
3. A new property.
4. An historic property.

Answers to Sample Salesperson Questions:
A: 1; B: 2; C: 4; D: 1; E: 3

SAMPLE BROKER QUESTIONS

A. A real estate licensee acting solely as a seller's agent is MOST likely to be held liable for claims of misrepresentation by a buyer if the licensee committed which of the following acts in the course of the transaction?

1. Failed to provide previous purchase prices for the property.
2. Obeyed the seller's instructions to leave all discussions of property condition to the seller.
3. Continued to accept and present offers on the property after the seller accepted the buyer's offer.
4. Deposited the earnest money check in a personal account to clear before transferring it to the trust account.

B. A lender wanting title insurance coverage on property pledged as collateral would ask for which of the following policies?

1. A mortgagee's policy.
2. An owner's policy.
3. An errors and omissions policy.
4. An extended homeowner's policy.

C. A business property is valued at $20,000. To earn 12% on the total investment, the property should return a monthly income of

1. $200.
2. $500.
3. $1,200.
4. None of the above.

D. A lender is making a loan on a property and wants to make sure that a borrower will be legally obligated to pay off the entire unpaid loan balance if the borrower defaults on the payments. Which of the following clauses should be included in the contract?

1. Defeasance.
2. Prepayment.
3. Acceleration.
4. Due-on-sale.

E. A financial arrangement by which a buyer purchases property using borrowed funds but does not actually receive title to the property until after the loan has been fully repaid is BEST referred to as a

1. Leveraged sale.
2. Sale and leaseback.
3. Purchase money mortgage.
4. Land contract.

Answers to Sample Broker Questions:
A: 2; B: 1; C: 1; D: 3; E: 4

LICENSURE INFORMATION

OBTAINING A LICENSE UPON PASSING THE EXAMINATION

Provisional Sales/Sales/Broker - Upon successful completion of the examination and the application receiving final approval the applicant will be required to have a broker sign a form verifying sponsorship or the applicant may place their license on an inactive status. If the applicant selected a broker and the broker has already completed the reverse side of the application the applicant will be required to pay the license and education and recovery fund fee. If the reverse side of the application is not completed by a broker, the applicant will need to contact OREC'S records department to determine how the applicant wants to proceed with either an Application for Issuance of a Provisional Sales Associate or Sales Associate License form or an Inactive Status Request form. If the applicant chooses to have the license issued on Inactive Status, an inactive pocket card will be sent to the mailing address provided by the applicant.

Active or Inactive Status - A license fee is required whether the applicant places their license on an active or inactive status.

Receipt of License - No person shall begin operations in the real estate business or **begin post licensing education** without first having actually been issued their numbered license certificate.

All active licenses are mailed to the business address of the sponsoring broker.

RESIDENT VS. NONRESIDENT LICENSE

A resident licensee is a person who is licensed in Oklahoma and operates from a place of business in Oklahoma.

A nonresident licensee is a person who is licensed to practice in Oklahoma, but does not maintain a place of business in Oklahoma but they periodically come into Oklahoma to operate and perform real estate activities. The Commission has entered into numerous nonresident agreements with other jurisdictions so as to streamline the process for obtaining multiple licenses, but all nonresident applicants are required, at the minimum, to pass the Oklahoma state portion of the examination. The listing can be found at the Agency information icon under Listing of Related Entities - ARELLO, and then select Directory. All applicants will need to contact our Education Department for exact requirements since all agreements differ in some aspect or another.

If a state or jurisdiction has not entered into an agreement with Oklahoma, the general rule is that if a nonresident active licensee possess: 1) a minimum of two (2) years active experience out of the previous five (5) years as a sales associate or broker respectively, 2) provides a certificate of license history verifying such and indicating that the license is in good standing in their state or jurisdiction of licensure, 3) completes all appropriate forms and pays all required fees, 4)make a passing score on the examination and 5) the application has received final approval, the nonresident licensee may obtain a nonresident Oklahoma license.

CO-BROKERAGE ARRANGEMENTS

Oklahoma allows that a broker of this state may participate in a cooperative brokerage arrangement with a broker of another jurisdiction provided that each broker conduct real estate activities only in the state or jurisdiction in which they are licensed.

OKLAHOMA REAL ESTATE LICENSING EXAMINATION REGISTRATION FORM

Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable. (If your information does not fit into the boxes below simply continue to fill out the additional information below the box.

1. **Legal Name:** Last Name _____ First Name _____ M.I. ____

2. **Social Security #:** ___ - __ - ____

3. **Mailing Address:** Number, Street _____ Apt/Ste ___

   City _____ State __ Zip Code _____ - ____

4. **Telephone:** Home ___ ___ - ____ Office ___ ___ - ____

5. **Email:** _____@_____

7. **Examination:** (Check one)
   - ☐ Salesperson $60
   - ☐ Salesperson Instructor $60
   - ☐ Sales State-Only $60
   - ☐ Broker $75
   - ☐ Broker Instructor $75
   - ☐ Broker State-Only $75

   (Check one) ☐ FIRST TIME ☐ RETAKE

8. **Total Fee $**_____ (Mastercard, VISA, Money Order or Cashier's Check only. Personal and company checks are not accepted.)

   Credit card (MasterCard or VISA) payment accepted for internet, phone or fax registrations only. (Check one) ☐ MC ☐ VISA

   Card No:_____ Exp. Date:_____

   Card Verification No:_____ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

   Cardholder Name (Print):_____ Signature:_____

9. **I am faxing the Special Arrangement Request (at the end of this bulletin) and required documentation.** ☐ Yes ☐ No

☐ Check this box if you do not want PSI to share your information with third parties. Please note that PSI will NOT release social security numbers to 3rd parties.

10. **Affidavit:** I certify that the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any falsification of information may result in denial of licensure. I have read and understand the Candidate Information Bulletin.

Signature:_____ **Date:**_____

If you are registering by mail or fax, sign and date this registration form on the lines provided.
Complete and forward this registration form with the applicable examination fee to:

PSI * ATTN: Examination Registration OK RE
3210 E Tropicana Ave * Las Vegas, NV* 89121
Fax (702) 932-2666 * (800) 733-9267 * TTY (800) 735-2929 * www.psiexams.com

SPECIAL ARRANGEMENT REQUEST FORM OR OUT-OF-STATE TESTING REQUEST

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request special examination arrangements.

Candidates who wish to request special arrangements because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for special arrangement requests

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date_____

Legal Name: _____

Last Name First Name

Address:_____

Street City, State, Zip Code

Telephone : (_____) _____ - _____ (_____) _____ - _____

Home Work

Email Address:_____

Check any special arrangements you require (requests must concur with documentation submitted):

- ☐ Reader (as accommodation for visual impairment or learning disability)
- ☐ Extended Time (Additional time requested:_____)
- ☐ Large-Print written examination
- ☐ Other_____

_____

- ☐ Out-of-State Testing Request (this request does not require additional documentation)

Site requested:_____

Complete and fax this form, along with supporting documentation, to (702) 932-2666.
You will be mailed or e-mailed an approval or denial letter within 10 business days.

Please do not schedule your examination until you are contacted by the Special Accommodation Department.

PSI
3210 E TROPICANA
LAS VEGAS, NV 89121

FIRST CLASS MAIL