



## APPLICATION COORDINATOR SIGNATURE AND CERTIFICATION

As an approved education coordinator I understand that:

- I am responsible for ensuring that instructors are qualified to teach the course offering and that failure to have only qualified instructors teach an approved course offering will result in loss of course approval.
- I am responsible for supervising and evaluating courses and instructors. Supervision includes assuring, especially when a course will be taught by more than one instructor, that all areas of the curriculum are addressed without redundancy and that continuity is present throughout the entire course.
- I am responsible for investigating complaints related to course offerings and instructors and forwarding a copy of the written complaints to the Department of Commerce.
- courses may not be advertised before approval, unless this application has already been submitted to the MN Department of Commerce and the course is described in the advertising as "approval pending";
- the number of approved hours must be accurately displayed on any advertisement for the course, and if the course offering is longer than the number of approved continuing education hours, any advertisement must be clear that continuing education credit is not earned for the entire course;
- I am responsible for furnishing the commissioner, upon request, with copies of course and instructor evaluations and qualifications of instructors. Evaluations must be completed by students and coordinators.
- I am responsible for maintaining accurate records relating to course offerings, instructors, tests taken by students.
- I am responsible for notifying the MN Department of Commerce in writing within 10 days of any change in the information in this application for approval, including any addition or change in the name(s) of instructors who will teach the course.

I understand that as an approved education coordinator I shall not:

- recommend or promote the services or practices of a particular business;
- encourage or recruit individuals to engage the services of, or become associated with, a particular business;
- use materials, clothing, or other evidences of affiliation with a particular entity;
- require students to participate in other programs or services offered by the instructor, coordinator, or sponsor;
- attempt, either directly or indirectly, to discover questions or answers on an examination for a license;
- disseminate to any other person specific questions, problems, or information known or believed to be included in licensing examinations;
- misrepresent any information submitted to the commissioner;
- fail to cover, or ensure coverage of, all points, issues, and concepts contained in the course outline approved by the commissioner during the approved instruction; and
- issue inaccurate course completion certificates.

I certify that all of the information submitted in this application is true and complete, and that this document has not been changed in any manner from the form adopted by the MN Department of Commerce.

Name of Course: \_\_\_\_\_

I certify that I am the approved Coordinator/Sponsor and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Rules 2809 and Minn. Stat. Chapter 82. Furthermore, I accept responsibility for instructor conduct and their compliance with course content. I declare that the information provided for the above named course on the attached pre-license education course approval application, the core matrix outline content, and all the attachments are true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

Printed name of Coordinator: \_\_\_\_\_

Signature of Coordinator: \_\_\_\_\_  
(Signature is Mandatory)

Printed name of Sponsor: \_\_\_\_\_ Sponsor #: \_\_\_\_\_

# APPLICATION INSTRUCTOR CONTACT INFORMATION FORM

Copy and attach additional pages as needed for every additional pre-license instructor.

INSTRUCTOR #1

Instructor Name:

Address:

City, State, Zip:

Phone Number:

Mandatory Qualifications *(Please check one below)*

**2809.0080, Subp. 3. Qualified pre-license instructors must have one of the following qualifications.**

- a four-year degree in the industry for which the course is being taught;
- a four-year degree with three years full-time experience in the industry for which the course is being taught;
- a four-year degree with three years full-time experience in the business or profession relating to the subject being taught;
- a postgraduate degree and completion of 45 hours of continuing education in the industry for which the course is being taught;
- a two-year degree in the industry for which the education is being given and completion of 45 hours of continuing education in the industry for which the course is being taught;
- a two-year degree or certificate with five years full-time experience in the industry for which the course is being taught;
- a degree or certificate with five years full-time experience in the business or profession relating to the subject being taught; or
- eight years of recent experience in the subject area being taught in the eight years immediately preceding the first course offering taught.

Copy and attach additional pages as needed for every additional pre-license instructor.

## APPLICATION INSTRUCTOR SIGNATURE AND CERTIFICATION

I certify that I am the approved Instructor for the Sponsor and I am responsible for compliance with Minnesota education laws and regulations.

I understand that as an approved education instructor I am responsible for:

- compliance with all laws and rules relating to industry education;
- providing students with current and accurate information;
- maintaining an atmosphere conducive to learning in the classroom;
- assuring and certifying attendance of students enrolled in courses;
- providing assistance to students and responding to questions relating to course materials; and
- attending the workshops or instructional programs that are required by the commissioner.

I understand that as an approved education instructor I shall not:

- recommend or promote the services or practices of a particular business;
- encourage or recruit individuals to engage the services of, or become associated with, a particular business;
- use materials, clothing, or other evidences of affiliation with a particular entity;
- require students to participate in other programs or services offered by the instructor, coordinator, or sponsor;
- attempt, either directly or indirectly, to discover questions or answers on an examination for a license;
- disseminate to any other person specific questions, problems, or information known or believed to be included in licensing examinations;
- misrepresent any information submitted to the commissioner;
- fail to cover, or ensure coverage of, all points, issues, and concepts contained in the course outline approved by the commissioner during the approved instruction; and

I certify that all of the information submitted in this application is true and complete, and that this document has not been changed in any manner from the form adopted by the MN Department of Commerce.

Name of Course: \_\_\_\_\_

I certify that I am the approved Instructor and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Rules 2809 and Minn. Stat. Chapter 82. Furthermore, I declare that the information I provided for the above named course on the attached pre-license education course approval application, my core matrix outline content, and all of my attachments are true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

Instructor # \_\_\_\_\_

Printed name of Instructor: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_  
(Signature is Mandatory)

Printed name of Sponsor: \_\_\_\_\_ Sponsor #: \_\_\_\_\_

## REQUIRED ATTACHMENTS

*The application will be processed in a timely manner, assuming it is a complete application. If your pre-license application does not include all of the items below, it will be considered deficient and we will be unable to process the application until it is completed. In most cases, a deficient application will result in your course not being approved before the first offering date. Therefore, it is in your best interest to initially submit a complete application.*

### A. Course Materials

1. **Core Matrix Outline** – included in application (Mandatory)
2. **Course Description** – detailed description of course content
3. **Learning Objectives** – detailed description of objectives for the students to learn
4. **Instructional Material for Instructors** – overheads, PowerPoint, etc. (Mandatory)
5. **Instructional Material for Students** – textbooks, notebooks, guides, etc. **All** student materials, including any handouts, **MUST** be attached. – (Mandatory)
6. **Examination and Answer Key** – (Mandatory)

### B. Sponsor Policies - All areas must be addressed.

1. **Course Pre-requisites** – If there are none, put it in writing.
2. **Instructor Qualifications** – How do you approve and qualify pre-license instructors to teach your courses? What qualifications must they meet? See Minn. Rules Chapter 2809.0080
3. **Attendance** – How do you verify attendance throughout the entire course?
4. **Cancellation & Refund** – Write out your course cancellation and refund procedures.

### C. Assorted Attachments

1. **Copy of Proposed Advertising** – if there is no advertising, you must state that.
2. **Course Schedule** – required if schedules are printed and mailed, if not, you must state that.
3. **Students' Course Evaluation Form** (mandatory)
4. **ALL Course Instructors' Resumes or Bios**
5. **Proposed Course Completion Certificate.** (see attached information sheet)

## COURSE COMPLETION CERTIFICATES

The Course Completion Certificates issued to your students must contain all of the below information.

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1. *Course Title*
2. *MN Department of Commerce Approved Course Number*
3. *Date of Course Completion*
4. *Name of Approved Sponsor*
5. *Name and Signature of the Approved Coordinator*
6. *Name and Address of the Student*
7. *License Number of the Student*
8. *Number of Hours Completed* – This must be the number of hours the course was approved for by the MN Department of Commerce, partial credit may not be given.
  
9. *License Type Course is Approved for:*
  - Appraisal
  - Insurance
  - Real Estate
  
10. *Education Type Course is Approved for:*
  - Continuing Education
  - Pre-License Education
  
11. *Education Type Course is Approved for:*
  - Classroom
  - Non-classroom
  - Company-sponsored
  
12. *MN Department of Commerce's Current Address and Licensing Unit's Contact Information*

MN Department of Commerce	PHONE Number: 651-296-6319
85 7 <sup>th</sup> Place East, Suite 285	FAX Number: 651-284-4107
St. Paul, MN 55101	E-MAIL: <a href="mailto:Education.Commerce@state.mn.us">Education.Commerce@state.mn.us</a>
  
13. *This statement must be included on the Certificate:*

"If you have any comments about this course offering, please mail them to the Minnesota Commissioner of Commerce."

### **Minnesota Rules, Chapter 2809.0070 Subp. 3 – Responsibilities, Provides:**

The approved coordinator must provide course completion certificates within ten days of, but not before, completion of the entire course. Course completion certificates must be completed in their entirety. A coordinator may require payment of the course tuition as a condition for receiving the course completion certificate.

THE PRE-LICENSE CORE MATRIX BELOW FOR THE BROKER COURSE MUST BE COMPLETED & SUBMITTED WITH THE PRE-LICENSE APPLICATION.

**30 HOUR BROKER COURSE**

Required course for real estate brokers shall consist of the following subject hours: PAGE 1 of 2 BROKER COURSE

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
<b>I. BROKER LICENSING REQUIREMENTS – 3 HOURS</b>					
A. Ownership and operational forms					
B. Minnesota License Law Review					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>II. TRUST ACCOUNT REQUIREMENTS – 2 HOURS</b>					
A. Opening the trust account					
B. Deposit requirements					
C. Trust account records					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>III. AGENCY – 5 HOURS</b>					
A. Current statutes and agency law					
B. Statutory addenda and disclosures					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>IV. ANTIDISCRIMINATION – 3 HRS</b>					
A. Federal fair housing					
B. Americans with Disabilities Act					
C. Minnesota Human Rights Act					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>V. REAL ESTATE PRINCIPLES UPDATE – 1 HOUR</b>					
A. Land improvements, estates					
B. Legal descriptions					
C. Governmental rights					
D. Property taxation and special assessments					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>VI. REAL ESTATE SALE, LEASE, AND TRANSFER – 2 HOURS</b>					
A. Purchase agreement and addenda					
B. Lease types and terms					
C. Deed types and clauses					
D. Contract for deed					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
<b>VII. FINANCING AND VALUATION UPDATE – 3 HOURS</b>					
A. Sources of financing					
B. Foreclosure Law					
C. Principles of value					
D. Methods of valuation					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>VIII. BROKER'S ROLE CLOSING – 3HRS</b>					
A. Prorating					
B. Closing statements					
C. Closing documents					
D. Deposit requirements					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>IX. INCOME TAXATION – 3 HRS</b>					
A. Tax rules of home ownership					
B. Investment tax issues					
C. Sale of personal residence					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>X. EMPLOYMENT LAWS AND INSURANCE – 3 HOURS</b>					
A. Fair Labor Standards Act					
B. Tax laws, withholding, reports					
C. Independent contractor vs. employee					
D. State & Federal Unemployment Tax Act					
E. Errors and omissions insurance					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>XI. Final Exam</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

Totals by Topic	Total Hours Requested				Total Hours Received
Broker licensing requirements – 3 hours					
Trust account requirements – 2 hours					
Agency – 2 hours					
Antidiscrimination – 3 hours					
Real estate principles update -1 hour					
Real estate sale, lease, and transfer – 2 hours					
Financing and valuation update – 3 hrs					
Broker's role in closing – 3 hours					
Income taxation – 3 hours					
Employment laws and insurance – 3 hours					
Final exam					
<b>TOTAL HOURS BROKER COURSE</b>					
<b>Hours Allotted for Examination of Broker Course</b>					

THE PRE-LICENSE CORE MATRIX BELOW FOR COURSE 1 MUST BE COMPLETED & SUBMITTED WITH THE PRE-LICENSE APPLICATION.

**30 HOUR COURSE 1**

Required course for real estate course 1 shall consist of the following subject hours: PAGE 1 of 4 COURSE 1

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
<b>I. INTRODUCTION TO REAL ESTATE – (REQUIRED ONE HOUR)</b>					
<b>A. Overview of Course I</b>					
1. Course goals					
2. Attendance/breaks					
3. Examination policy					
4. Course and instructor evaluation					
<b>B. Scope of Industry</b>					
<b>C. Areas of Specialization</b>					
<b>D. Industry Terminology</b>					
<b>E. Professional Standards and Ethics</b>					
<b>F. Broker/Salesperson Relationship</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>II. TITLE CLOSING – (REQUIRED SIX HOURS)</b>					
<b>A. Examination of Title</b>					
1. History					
2. Examination of abstract					
3. Title insurance					
a. Owners					
b. Purchasers					
c. Mortgage					
4. Title registration (torrens)					
<b>B. Closing</b>					
1. Closing checklist					
2. Methods of closing					
a. Closing through escrow					
b. Other					
3. Delivery of deed					
4. Responsibilities of buyer and seller					
a. Taxes and liens					
b. Reduction certificate (assumption statement)					
c. Insurance					
d. Leases					
e. Bill of sale					
f. Title search					

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
<b>II. TITLE CLOSING CONTINUED</b>					
g. Survey					
h. Certificate of occupancy					
i. Violations (ordinances)					
j. Apportionments					
5. Adjournment of closing (settlement)					
6. Real Estate Settlement Procedures Act (RESPA)					
a. Lender requirements					
b. Truth in lending (regulation Z)					
c. Settlement (closing)					
7. Responsibilities of broker					
8. Deeds					
a. Parts of a deed					
1. Parties					
2. Consideration					
3. Words of conveyance					
4. Property description					
5. Appurtenances					
6. Habendum (estate)					
7. Execution & acknowledgment					
8. Seal					
b. Delivery					
c. Recording					
d. Types of deeds					
1. Quitclaim					
2. Warranty deed and covenants					
3. Special warranty deed					
4. Other					
e. Covenants running with the land					
f. Validity					
<b>C. Search and Examination of Title</b>					
1. Object of search					
a. Chain of title					
b. Recording acts					
2. Grantor-grantee system of indexing					
a. Running the chain of title					
b. Grantors					
c. Mortgages					
d. Lis pendens					
e. Judgments					

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
<b>II. TITLE CLOSING CONTINUED</b>					
f. Liens					
g. Taxes					
h. Court with probate jurisdiction					
i. Special assessments					
3. Lot and block indexing					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>III. REAL ESTATE LAW – (REQUIRED EIGHT HOURS)</b>					
<b>A. Real Estate License Law</b>					
1. Purpose of law and rules					
2. Administration of law					
a. Department of Commerce					
b. Penalties for violation					
3. Substantive provisions of law					
a. Trust accounts					
b. Prohibition of fraudulent, deceptive, or dishonest practices					
c. Standards of conduct					
d. Real Estate Research and Recovery Fund					
e. Licensing and education requirements					
<b>B. Laws Relating to Agency</b>					
<b>C. Subdivided Land Act</b>					
1. Scope of law					
2. Registration provisions					
3. Licensing requirements					
<b>D. Securities Act-Potential Applicability to Real Estate</b>					
<b>E. Appraiser Licensing Law</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>IV. BASIC LAW OF CONTRACTS – (REQUIRED THREE HOURS)</b>					
<b>A. Definition</b>					
<b>B. Essentials</b>					
<b>C. Breach-Remedies</b>					
<b>D. Types of Real Estate Contracts</b>					
1. Purchase agreement-parties to					
2. Listing agreement-parties to					
3. Contract for deed					
4. Options					
5. Lease					
<b>E. Cancellation</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
<b>V. PRINCIPLES OF FINANCING – (REQUIRED FIVE HOURS)</b>					
<b>A. Types</b>					
1. FHA					
2. VA					
3. Conventional/insured conventional					
4. ARM					
5. Other					
6. Points					
<b>B. Sources of Mortgage Funds</b>					
1. Lenders					
2. Secondary mortgage market					
3. Owner financing					
<b>C. Usury</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					
<b>VI. TYPES AND CLASSIFICATIONS OF PROPERTY – (REQUIRED FOUR HOURS)</b>					
<b>A. Residential Construction</b>					
1. Government regulation					
<b>B. Land Development and Use</b>					
1. City planning					
2. Zoning					
<b>C. Condominiums, Cooperatives, PUDs, Common Interest Communities, Manufactured Housing</b>					
1. Definitions					
2. Financing					
3. Licenses required to sell					
4. Homeowner's associations					
5. Bylaws					
<b>TOTAL HOURS FOR THIS TOPIC</b>					
<b>VII. ENVIRONMENTAL ISSUES – (REQUIRED THREE HOURS)</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					
<b>TOTAL HOURS FOR COURSE I</b>					
<b>Enter Hours Allotted for Examination of Course I</b>					

THE PRE-LICENSE CORE MATRIX BELOW FOR COURSE 2 MUST BE COMPLETED & SUBMITTED WITH THE PRE-LICENSE APPLICATION.

**30 HOUR COURSE 2**

Required course for real estate course 2 shall consist of the following subject hours: PAGE 1 OF 1 COURSE 2

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
<b>I. VALUATION – (REQUIRED THREE HOURS)</b>					
<b>A. Evaluation vs. Appraisal</b>					
<b>B. Methods of Valuation</b>					
1. Market approach					
2. Cost approach					
3. Income approach					
<b>C. Tax value</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>II. FINANCING APPLICATIONS – (REQUIRED SEVEN HOURS)</b>					
<b>A. Review of Course I Financing</b>					
<b>B. Mortgages</b>					
1. Legal elements					
2. Theories					
a. Lien					
b. Title					
3. Mortgage note					
4. Assumption					
<b>C. Foreclosure/Default</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>III. CONTRACTS – (REQUIRED SIXTEEN HOURS)</b>					
<b>A. Review of Course I Contracts</b>					
<b>B. Purchase Agreement</b>					
1. Essential elements					
<b>C. Listing Agreement</b>					
1. Employment contract – broker					
2. Essential elements					
<b>D. Contract for Deed</b>					
1. Essential elements					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>IV. FAIR HOUSING – (REQUIRED THREE HOURS)</b>					
<b>A. Federal Fair Housing Laws</b>					
<b>B. State Fair Housing Laws</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>V. REAL ESTATE SPECIALTIES – (REQUIRED ONE HOUR)</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>TOTAL HOURS FOR COURSE II</b>					
<b>Enter Hours Allotted for Examination of Course II</b>					

THE CORE MATRIX BELOW FOR COURSE 3 MUST BE COMPLETED & SUBMITTED WITH THE PRE-LICENSE APPLICATION.

### **30 HOUR COURSE 3**

2809.0200, Subp. 3 **Course III shall be a 30-hour course consisting of one of the following:** Real Estate Appraisal, Closing Procedures, Farm and Ranch Brokerage, Real Estate Finance, Real Estate Investment, Real Estate Law, Real Estate Management, Business Brokerage, Commercial Real Estate, Residential Architecture and Construction. A **combination course** shall consist of no more than three of the preceding ten subjects and shall devote at least ten hours to each subject. A sponsor that proposes to offer a combination course III shall submit to the commissioner, as part of the application for approval, an outline setting forth the subjects to be addressed and the number of hours proposed to be devoted to each topic. **Example: 15 hours each using two subjects or 10 hours each of three subjects for a combination course totaling 30 hours.**

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	Hours Determined By Reviewer
<b>I. REAL ESTATE APPRAISAL</b>					
A. Nature, importance, and purposes of appraisals					
B. Nature, importance, and characteristics of property and value					
C. Principles controlling real estate value					
D. The appraisal process					
E. Economic and neighborhood analysis					
F. Considerations and fundamentals of site evaluation					
G. Construction methods and materials					
H. Architectural styles and utility					
I. Cost approach; estimating costs and accrued depreciation					
J. Analysis					
K. Market data approach					
L. Income approach; income and expense analysis, capitalization theory and techniques					
M. Reconciliation and final value estimate					
N. Writing the report					
O. USPAP					
P. Course examination					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>II. CLOSING PROCEDURES</b>					
A. Overview of closing; persons present, protocol, timeliness					
B. Review of purchase agreement, supplements, addendum					
C. Compilation of data needed to prepare a closing file					
D. Legal documents					
E. Abstracts, title procedures					
F. Review of settlement costs; buyer, seller					
G. Closing statement; prorations and other math					
H. Review of sample cases					
I. Follow-up procedures					
J. Course examination					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	Hours Determined By Reviewer
<b>III. FARM AND RANCH BROKERAGE</b>					
A. Responsibilities of broker to seller and buyer					
B. Selling options					
C. Sources of financing					
D. Factors in selecting a farm or ranch					
E. Advantages and disadvantages of irrigation systems					
F. Determination of farm and ranch value					
G. Considerations in the constructing of purchase agreements					
H. Course examination					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>IV. REAL ESTATE FINANCE</b>					
A. Introduction to the mortgage market					
B. Sources of mortgage money					
C. Real estate investment trusts and syndication					
D. Mortgage banking					
E. Financing residential properties					
F. Financing income producing properties					
G. Construction and land development loans					
H. Special techniques used in financing real estate					
I. Junior mortgages					
J. Land contracts					
K. Financing long-term leases					
L. Course examination					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>V. REAL ESTATE INVESTMENT</b>					
A. Real estate investments					
B. Discounted cash flow analysis					
C. Measuring investment returns					
D. Estimation of real estate cash flows					
E. Real estate financing					
F. The tax process					
G. Acquisitions and operations					
H. Dispositions and exchanges					
I. After-tax investment analysis					
J. Speculative land investment					
K. Multiple exchanges					
L. Course examination					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>VI. REAL ESTATE LAW</b>					
A. The process of real estate law					
B. Real estate brokerage					
C. Contract for the sale of real estate					
D. Property conveyance					
E. Title insurance and closing					
F. Property ownership and taxes					

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	Hours Determined By Reviewer
<b>VI. REAL ESTATE LAW CONTINUED</b>					
G. Estates in land and landlord/tenant relationships					
H. Cooperatives, condominiums, and planned unit developments					
I. Real estate lending and land use regulations					
J. Course examination					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>VII. REAL ESTATE MANAGEMENT</b>					
A. Overview and economics of real estate management					
B. Government involvement					
C. The management plan					
D. Owner relations and record keeping					
E. Marketing and leasing					
F. Property operations					
1. Tenant administration					
2. Physical plant maintenance					
3. Staffing and employee relations					
G. Residential management					
1. Rental housing					
2. Condominiums and cooperatives					
H. Commercial management					
1. Office building and special purpose properties					
2. Shopping centers and retail properties					
I. The management office					
J. Creative property management					
K. Course examination					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>VIII. BUSINESS BROKERAGE</b>					
A. Business financial statements					
B. Financial statement ratio analysis					
C. Cash flow, rate of return, and break-even analysis					
D. Competitive market analysis					
E. Valuation of the business					
F. Developing the business plan					
G. Qualifying the buyer					
H. Terms of the purchase agreement					
I. Financing the business opportunity					
J. Evaluation of business risk					
K. Course examination					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	Hours Determined By Reviewer
<b>IX. COMMERCIAL REAL ESTATE</b>					
A. Types of commercial properties					
B. Introduction to commercial real estate sales					
C. Office leasing					
D. Industrial leasing					
E. Retail leasing					
F. Business opportunity sales					
G. Course examination					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>X. RESIDENTIAL ARCHITECTURE AND CONSTRUCTION</b>					
A. Architectural styles and designs					
B. Blueprints and plans					
C. Construction basics					
D. Exteriors					
E. Interiors					
F. Mechanical systems					
G. Course examination					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

TOPICS CHOSEN FOR THIS COURSE III (no more than 3)	Total HOURS Requested By Sponsor				Total HOURS Determined By Reviewer
Real Estate Appraisal					
Closing Procedures					
Farm and Ranch Brokerage					
Real Estate Finance					
Real Estate Investment					
Real Estate Law					
Real Estate Management					
Business Brokerage					
Commercial Real Estate					
Residential Architecture and Construction					
<b>TOTAL HOURS COURSE III</b>					
<b>Enter Hours Allotted for Examination of Course III</b>					

# CORE MATRIX - EIGHT HOUR PRE-LICENSE CLOSER COURSE – (REQUIRED EIGHT HOURS)

Per MN Statute 82.29, Subd.8 (c)

THE CORE MATRIX BELOW MUST BE COMPLETED & SUBMITTED WITH THE PRE-LICENSE APPLICATION.

Page 1 of 2 Closer Course

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
<b>I. INTRODUCTION TO TITLE CLOSING</b>					
<b>A. Overview of Closer Course</b>					
1. Course goals					
2. Attendance/breaks					
3. Examination policy					
4. Course and instructor evaluation					

<b>II. TITLE CLOSING</b>					
<b>A. Examination of Title</b>					
1. History					
2. Examination of abstract					
3. Title insurance					
a. Owners					
b. Purchasers					
c. Mortgage					
4. Title registration (torrens)					
<b>B. Closing</b>					
1. Closing checklist					
2. Methods of closing					
a. Closing through escrow					
b. Other					
3. Delivery of deed					
4. Responsibilities of buyer and seller					
a. Taxes and liens					
b. Reduction certificate (assumption statement)					
c. Insurance					
d. Leases					
e. Bill of sale					
f. Title search					
g. Survey					
h. Certificate of occupancy					
i. Violations (ordinances)					
j. Apportionments					
5. Adjournment of closing (settlement)					
6. Real Estate Settlement Procedures Act (RESPA)					
a. Lender requirements					
b. Truth in lending (regulation Z)					
c. Settlement (closing)					
7. Responsibilities of broker					

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
<b>II. TITLE CLOSING CONTINUED</b>					
8. Deeds					
a. Parts of a deed					
1. Parties					
2. Consideration					
3. Words of conveyance					
4. Property description					
5. Appurtenances					
6. Habendum (estate)					
7. Execution & acknowledgment					
8. Seal					
b. Delivery					
c. Recording					
d. Types of deeds					
1. Quitclaim					
2. Warranty deed and covenants					
3. Special warranty deed					
4. Other					
e. Covenants running with the land					
f. Validity					
<b>C. Search and Examination of Title</b>					
1. Object of search					
a. Chain of title					
b. Recording acts					
2. Grantor-grantee system of indexing					
a. Running the chain of title					
b. Grantors					
c. Mortgages					
d. Lis pendens					
e. Judgments					
f. Liens					
g. Taxes					
h. Court with probate jurisdiction					
i. Special assessments					
3. Lot and block indexing					
<b>Total Exam Hours</b>					
<b>TOTAL HOURS FOR THIS COURSE</b>					

**THIS PRE-LICENSE CORE MATRIX FOR THE WI TO MN COURSE MUST BE COMPLETED & SUBMITTED WITH THE PRE-LICENSE APPLICATION.**

## 13 HOUR WISCONSIN TO MINNESOTA REAL ESTATE COURSE

Effective 7-30-1998 the Minnesota/Wisconsin Real Estate Reciprocal Agreement reads:

*A Wisconsin licensee (salesperson or broker) shall be required to submit evidence of attendance at no less than 13 hours of education in courses required at schools approved by Minnesota under Minnesota Rules, Chapter 2809 (see Attachment B), and shall be required to pass the Minnesota state portion of the real estate salesperson's or broker's examination.*

**Required WI to MN real estate course shall consist of the following subject hours per Attachment B of reciprocal agreement:**

PAGE 1 of 4 WI TO MN COURSE

<b>TOPIC</b>	<b>HOURS Requested By Sponsor</b>	<b>MATERIAL CROSS-REF Textbook Pg #'s</b>	<b>OUTLINE CROSS-REF Location</b>	<b>EXAM CROSS-REF Question #'s</b>	<b>HOURS Determined By Reviewer</b>
<b>I. Real Estate Agency in MN 2 hours required</b>					
<b>A. AGENCY OVERVIEW</b>					
1. The six obligations of a fiduciary (agent)					
2. The scope of authority					
3. Agent's duties to others					
4. Salesperson vs. broker – Who is the agent?					
<b>B. MINNESOTA STATUTORY DISCLOSURES</b>					
1. Agency addendum to listing agreements					
2. Agency addendum to buyer representation agreement					
3. Agency disclosure to customer					
4. Agency disclosure to buyer and seller at time of offer to purchase					
<b>C. MINNESOTA LISTING CONTRACT</b>					
1. Parties to the listing					
2. Required contents (Minnesota Statutes, Chapter 82(1996))					
3. Types of listings					
<b>D. MINNESOTA BUYER REPRESENTATION AGREEMENTS</b>					
1. Parties to the buyer representation agreement					
2. Required contents (Minnesota Statutes, Chapter 82 (1996))					
3. Types of buyer representation agreements					
4. Provision for cancellation					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>TOPIC</b>	<b>HOURS Requested By Sponsor</b>	<b>MATERIAL CROSS-REF Textbook Pg #'s</b>	<b>OUTLINE CROSS-REF Location</b>	<b>EXAM CROSS-REF Question #'s</b>	<b>HOURS Determined By Reviewer</b>
<b>II. MN Laws &amp; Rules &amp; Regulations</b> <b>3.5 hours required</b>					
<b>A. OVERVIEW OF LICENSING LEGISLATION AND RULES</b>					
<b>B. WHO MUST BE LICENSED</b>					
<b>C. INDIVIDUAL LICENSING REQUIREMENTS</b>					
1. Age					
2. Licensing education					
3. Application					
4. Continuing education					
<b>D. CORPORATION/PARTNERSHIP LICENSING REQUIREMENTS</b>					
<b>E. LICENSE EXPIRATION AND RENEWAL</b>					
1. License period					
2. Timely renewal					
<b>F. TERMINATION OF AUTOMATIC TRANSFER</b>					
<b>G. NOTICE TO THE COMMISSIONER</b>					
<b>H. PENALTIES FOR VIOLATION OF CHAPTER 82</b>					
<b>I. RENTAL SERVICES</b>					
<b>J. CLOSING AGENTS</b>					
<b>K. STANDARDS OF CONDUCT</b>					
1. Broker's responsibilities					
2. Fraudulent, deceptive, or dishonest practices					
3. Affirmative obligations of all licensees					
<b>L. REAL ESTATE EDUCATION, RESEARCH AND RECOVERY FUND</b>					
<b>M. SUBDIVIDED LAND SALES PRACTICES (CHAPTER 83)</b>					
1. Subdivided land inclusions and exceptions					
2. Requirements for offering and sales					
<b>N. MINNESOTA STATUTORY NEW HOME WARRANTIES</b>					
1. Implied warranties on new homes and home improvements					
2. Licensing requirements and exceptions					
<b>O. MINNESOTA MANUFACTURED HOME SALES</b>					
1. Manufactured home defined					
2. Licensing requirements and exceptions					
<b>P. DISCLOSURE OF WELLS AND SEPTIC SYSTEMS</b>					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>TOPIC</b>	<b>HOURS Requested By Sponsor</b>	<b>MATERIAL CROSS-REF Textbook Pg #'s</b>	<b>OUTLINE CROSS-REF Location</b>	<b>EXAM CROSS-REF Question #'s</b>	<b>HOURS Determined By Reviewer</b>
<b>III. MN Licensee Financial Obligations 2 hours required</b>					
<b>A. SETTLEMENT AND CLOSING</b>					
1. Pro-rating on-going expenses					
2. How to prepare a closing statement (debits and credits)					
3. Net proceeds and seller net sheets					
<b>B. TRUST ACCOUNT REQUIREMENTS</b>					
1. Trust account defined					
2. Trust funds defined					
3. Earnest money deposit requirements					
4. Co-mingling funds					
5. Licensees selling by contract for deed or purchase money mortgage					
6. Security deposits					
7. Building for resale					
<b>C. TRUST ACCOUNT RECORDS</b>					
1. Cash receipts and disbursement journal					
2. Client card					
3. Monthly trial balance					
4. Bank reconciliation					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>IV. MN Real Estate Transaction Laws 2 hours required</b>					
<b>A. MINNESOTA COMMON OWNERSHIP INTEREST LAWS</b>					
<b>B. CONDOMINTUMS</b>					
1. Contents of declaration					
2. Unit owner's association					
3. Disclosure and rescission rights					
4. condominiums time shares					
<b>C. COOPERATIVE</b>					
<b>D. TOWNHOUSES</b>					
<b>E. MINNESOTA HOMESTEAD RIGHTS</b>					
1. Homestead requirements					
2. Qualifying relatives					
3. Filing requirements					
4. Acreage and value					
5. Green Acres					
6. Ownership by aliens and non- American corporations					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
<b>V. MN Government Controls 3.5 hours required</b>					
<b>A. REAL ESTATE VS. PERSONAL PROPERTY</b>					
<b>B. LAW OF FIXTURES</b>					
<b>C. LEGAL METHODS OF LAND DESCRIPTION</b>					
1. Metes and bounds					
2. rectangular survey					
3. recorded plat					
<b>D. GOVERNMENT POLICE POWER RIGHTS IN LAND</b>					
1. Zoning and land use restrictions					
2. Building permits and construction standards					
<b>E. PROPERTY TAXES AND SPECIAL ASSESSMENTS</b>					
1. When and where paid					
2. Levied vs. pending special assessments					
<b>F. EMINENT DOMAIN</b>					
<b>G. ESCHEAT</b>					
<b>H. ESTATES IN LAND</b>					
1. Fee simple absolute					
2. Fee simple defensible					
3. Life estate					
4. Leasehold estate					
<b>I. ENCUMBRANCES</b>					
1. Easements					
2. Deed restrictions					
3. Liens					
4. Encroachments					
5. License					
<b>J. MINNESOTA OWNERSHIP FORMS</b>					
1. ownership in severalty					
2. Joint tenancy					
3. Tenancy in common					
4. Syndication (Corporation, Partnership, Reit)					
<b>TOTAL HOURS FOR THIS TOPIC</b>					

<b>TOTAL HOURS FOR THIS COURSE</b>					
Enter Hours Allotted for <u>Examination</u> over and above the required 13 hours for course topics.					