



"Arizona's Premier Real Estate Education Academy"

Broker License Candidate Guide

2024

Ready to elevate your career?
Ready to Open your own office?
Ready to build that productive team?

**THIS REAL ESTATE LICENSING COURSE
IS FOR YOU!!**



education@tucsonrealtors.org | 520.327.4218

Welcome Letter from the CEO,



Judy Lowe

Dear Future Real Estate Broker

Welcome to Arizona's Premier Real Estate Education Academy at the Tucson Association of Realtors® (TAR). We are excited to help you pass the Arizona State licensing exam and gain the real estate knowledge needed to "protect our Arizona constituents in their real estate transactions".

The TAR exceptional staff of 20 is led by the former Arizona Real Estate Commissioner, Judy Lowe. Nationally recognized Educator, Marti Barnewolt heads the Professional Development and Education Division, also acting as the Administrator of the Academy.

Choosing real estate as your profession, allows you to become a part of the REALTOR family, which is united by pride, passion and professionalism.

We realize choosing the right school is a huge decision. Allow me to highlight our Academy's important features:

- We care about your success, not just while in class, but throughout your career... we are here for you.

- We provide you with the most current materials and tools designed to deliver accurate and relevant information that's needed to pass the exams (usually with the first try), to obtain the Arizona Broker's license.

- We have the most qualified certified instructors in Arizona, with Marti even having assisted in writing the current licensing curriculum guidelines for the Arizona Department of Real Estate. All instructors are actively licensed Arizona Real Estate Brokers, with the most current knowledge of the latest laws and regulations for the real estate industry. They are dedicated to the teaching of new professionals, presenting with the most current study materials, including specifics about our Arizona market and a futuristic look at the real estate industry, always focused on the highest professional standards.

- Our amazing State of the Art facility, with high tech "learning based" classrooms, allows for class interaction, as well as, a comfortable guest area, including a business center.

I encourage you to take advantage of obtaining your Arizona Broker licensing education here at the Tucson Association of REALTORS® Education Academy.

Experience the REALTOR® difference.

SIGN UP TODAY- tucsonrealtors.org

See you soon.

Judy Lowe, CEO Tucson Association of Realtors®

judy@tucsonrealtors.org | 520-382-8814

Our curriculum has a 97% pass rate at the State Exam level.
Get to know your school and instructors.

Connect with Your Instructor

Marti Barnewolt marti@tuconrealtors.org



PROFESSIONAL CAREER CHOICES



- ♦ Residential Resale
- ♦ Residential Property Management
- ♦ New Home Sales
- ♦ Luxury Home Market
- ♦ Land, Farm, Ranch Sales
- ♦ Commercial Resale & Leasing
- ♦ Commercial Property Management
- ♦ Urban Land Management & Development
- ♦ Corporate Planning & Expansion
- ♦ Real Estate Investment Trusts
- ♦ Real Estate Training
- ♦ Real Estate Certified Education Provider
- ♦ Owning and Managing Your own Brokerage
- ♦ Designated Broker
- ♦ Managing Broker
- ♦ Real Estate Assistant
- ♦ and Many more career opportunities

1

COMPLETE THE REQUIRED 90 HOUR BROKER LICENSE COURSE

This course consists of 18 modules. The Arizona Department of Real Estate (ADRE) limits the number of class time hours a student may attend per day to 10 hours for pre-licensing. Two courses per day are presented. Once you have completed the 90 hours of required education, you can take the school exam. You must pass with a 75.0% rate before being eligible for the State Exam.

2

REVIEW THE “Disciplinary Actions Form” and QUALIFICATIONS AND ELIGIBILITY REQUIREMENTS OF THE ARIZONA DEPARTMENT OF REAL ESTATE FOR OBTAINING A BROKER LICENSE

This information can be found at www.azre.gov, hover over the “Licensees” tab and select “Original Licensing Information” from the drop down menu, OR contact a staff member using the ‘message center’.

3

ADDITIONAL REQUIREMENTS FOR LICENSING:

COMPLETE 3 Broker Management Clinics (9 hrs) known as Broker Boot Camp which is included in your tuition.

PROVIDE YOUR FINGERPRINT CLEARANCE CARD FROM THE DEPARTMENT OF PUBLIC SAFETY (DPS)

The school recommends Arizona Livescan Fingerprinting. Go to and select a location near you; chose a convenient appointment time and plan for about 20 minutes. Their charge covers the DPS \$67 fee and provides electronic fingerprinting for faster processing. [Arizona Livescan Fingerprinting](http://ArizonaLivescanFingerprinting) or www.arizonalivescan.com/tucson

Classroom Rules:

Cell phones: Cell phone use in class is prohibited unless the instructor has you research a term or topic. Phones are silenced and not visible until break times.

Laptops/tablets: Laptops or tablets may be used for note taking purposes only and must be verified and allowed by class instructor. If allowed, please be courteous to others and silence the keys. Typically, once approved, use of a laptop/table requires sitting at the front of the room.

Calculator: A four-function calculator is required for use during class.

Food: Quick energy snacks are allowed. Please avoid food in noisy wrappers and/or unpleasant odors. Containers with lids are allowed for beverages.

Etiquette: Standards of common courtesy are applied as well as the requirements by the Arizona Department of Real Estate:

1. ADRE requires candidates to arrive, ready to begin work at the start of class and adhere to break schedules.
2. Adhere to cell phone and laptop requirements as listed above
3. Raise your hand for questions
4. No talking (side bar) while someone is speaking
5. Sign in and out for each class
6. Complete homework as assigned
7. Failure to meet the standards above may result in disqualification.

Recording: Recording of the course sessions is prohibited. All print material and intellectual properties are copyright protected and not for public distribution.

Recruiting & Solicitation: Instructors and students are prohibited from soliciting or recruiting in our classroom. If you have questions about placement or connecting with brokerage firms, please contact the school administrator, Marti Barnewolt. Marti@tucsonrealtors.org.

Payment: Full payment for the course is required upon registration. The school requires written acknowledgement and acceptance of this AGREEMENT prior to attending the first class. Accepted forms of payment include cash, credit or debit from MasterCard, Visa or Discover. Payment can be made on the school website www.tucsonrealtors.org under the Professional Development tab. Personal checks are accepted. Checks returned for insufficient funds are subject to bank charges and a \$50.00 processing charge to the school.

Purchase of the pre-licensing course is good for the 3 following months with renewal options available at the full discretion of the school administrator, Marti Barnewolt.

Refund Policy: Cancellation will result in refunds as follows:

1. Prior to materials being dispensed and class attendance, 100% refund minus a 15% cancellation fee.
2. Once classes are being attended and materials have been dispensed there is no refund.

In the event of a missed class, check with the school administrator for make up opportunities that may be available. Your tuition may cover this within 3 months of your first class. Following this period of time, full tuition at the existing price will be charged.



9 DAY FAST TRACK

90-hour Broker Pre-Licensing Course

COURSE CONTENT

Module Number	Module Title	Delivery Method
Module I	Introduction to Real Estate Licensing Requirements Federal & State Laws Arizona Constitution Case Law References	Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary, Math and Quiz		
Module II	Property Interests and Estates Government Rights Individuals Rights Real Property V. Personal Property Commercial	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary, Math and Quiz		
Module III	Holding and Transferring Title & Property Encumbrances Ownership Interests and Conveying Ownership Types of Deeds Trusts, REITS, LLC's and Corporations Encumbrances, Liens, Judgments and Easements	Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary, Math and Quiz		
Module IV	Residential & Commercial Leasehold Interests Types of Leases and Payment Plans Assignment and Subleasing Government Right of Eminent Domain and Impact Commercial Leasing and Building Terminology	Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary, Rent Protation Math and Quiz		
Module V	LAND Sales, Development, Zoning & Legal Descriptions Sale of Subdivided & Unsubdivided lands Land Development and Zoning Land Descriptions Article X Arizona State Trust Land	Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Land Calculations and Development		
Module VI	Water and Environmental Law Arizona Water Laws, Types of Water and Resources Environmental Laws, Contaminants and Waste Water Septic Tanks, Aerobic Systems, Brownfields, etc.	Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary and Quiz		

Module VII	Agency Relationships and Arizona Law Types of Agency Representations Principles of the Agency Obligation Misrepresentation, Fraud and FIRPTA Employment Agreements (Listings & Buyer Broker)	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary, Commission Math and Quiz		
Module VIII	Real Estate Purchase Contracts Types of Contracts ~ Residential and Commercial Sales and Leases Requirements of a Valid contract Offers, Counter Offers, Multiple Offers Options, Smart Contracts, Bankruptcy, Commercial	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary and Commission Math		
Module IX	Property Management, Landlord Tenant and Fair Housing Property Management Agreements Accounts, Ledgers, Trust Account Requirements Supervision, Control, Audits Arizona Landlord Tenant Act and Fair Housing	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary and Commission Math		
Module X	Primary & Secondary Money Markets—Financing Concepts Identify Lenders and the Mortgage Market Residential and Commercial Financing Financing Documents RESPA, TILA, REG Z TRID	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
REVIEW		
Module XI	Residential Financing Government Insured and Guaranteed Loans Conventional, Non-Conforming Loans & Seller Financing CFPB < HUD < Department of Agriculture Loan Fees, Qualifications, Points, Discount Fees	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary, Finance Math, and Quiz		
Module XII	Appraisal Appraiser Qualifications Appraisal Approaches to Determining Value Concepts and Principles of Value Gross Rent Multipliers and Cap Rates Review of Uniform Residential Appraisal Report	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary, Investment Math and Quiz		

Module XIII	Foreclosure, Escrow and Title Judicial, Non-Judicial and Forfeiture Foreclosure Action Distressed Property Transactions and Lien Priority Escrow and Settlement Process Title Insurance Policies, Coverages Holding Title in Arizona and FIRPTA	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary and Quiz		
Module XIV	Arizona Revised Statutes Obligations of the Department of Real Estate Licensing Requirements Disciplinary Process, Types of Penalties & Recovery Fund	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary, and Quiz		
Module XV	Commissioner's Rules Commissioner's Duties Arizona Administrative Code Title 4, Ch 28 Professional conduct, Advertising and Broker Supervision	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary and Quiz		
Module XVI	Brokerage Business, Accounting and Audits Brokerage Employment and Business Accounting Financial Statements—GAAP, EBITDA Auditing Income and Tax Aspects of Real Estate Types of Income Tax Savings, Tax Deductions and Capital Gains Investment Real Estate and Tax Deferred Exchanges Opportunity Zones IRS Code for Employee v. Independent Contractor	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary, Trust Account Math and Quiz		
Module XVII	Broker Duties to Consumers and Licensees Disclosure to and Protection of Consumers Insurance Coverages Cooperative Nature of Real Estate Sherman Anti-Trust Act Employment Law	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Vocabulary and Quiz		
Module XVIII	REVIEW	Review, Lecture, Powerpoint, Whiteboard, Quiz, Math Review
Vocabulary, Quiz and Modules Review		

CLASSROOM

This course is presented live, in the classroom. Every time we meet, the presentation will include key points in lecture, supported by powerpoint including graphics and illustrations to drive concepts, role playing, end of module quizzes and quiz review; working mathematical calculations and Q&A with a focus on law, rules and professional behaviors. Following completion of the course the school exam can be scheduled. The exam consists of 150 questions. Pass score is 75.0%; candidates are allowed to test as often as necessary to pass. Upon completion, you may schedule the Pearson Vue State Exam.

School Exam

Exam #1 ~ 150 question content

Exam #2 ~ 150 question content; administered if exam #1 was failed.

Exam #3 ~ 150 question content; administered if exam #2 was failed.

Exam #4 ~ 150 question content; administered if exam #3 was failed.

SCHEDULING THE SCHOOL BROKER EXAM

The school exam may be taken according to the school's schedule which is provided just prior to completion of the course. The Arizona Department of Real Estate requires that the exam be taken in person and proctored. The exam is provided in the same location as your classes. A schedule of test days will be provided 2 days before your class ends.

You will need to bring an active government issued photo id and a basic 4 function calculator.

You will not be allowed to have your cell phone with you. The exam is 150 questions and you will be allowed up to 4 hours to complete.

You are required to achieve a 75.0 % correct answer score to receive the Certificate of Completion.

A lower score will require you to schedule for exam #2. Only one test per day may be taken.

Review of a failed test can be provided upon scheduling.

Once you pass the school exam, you will be issued Certificate of Completion and the Pearson-Vue Real Estate Candidate Handbook which will provide instructions for scheduling and paying for the State Exam.

SCHEDULING THE STATE BROKER EXAM

Once you pass the school exam, you will be issued Certificate of Completion and the Pearson-Vue Real Estate Candidate Handbook which will provide instructions for scheduling and paying for the State Exam.

You will need:

- School Certificate of 90 Hour Course Completion
- Current, active government issued photo id with your legal name
- Basic 4 function calculator

# of Questions	# of Pretest Questions	Total # of Questions	Time Alloted
180	15	195	300 minutes = 5 hours



“That some achieve great success, is proof to all that others can achieve it as well”. ~ Abraham Lincoln

**BROKER PRE-LICENSING
AGREEMENT
(Candidate Copy)**

Tuition

Tuition is payable upon registration and includes all items listed in the selected package. Payment amount is based upon the package selected.

PACKAGE A: \$695.00 ☐

- All education hours required by licensing law
- Workbook (\$300 value—no additional textbook charges)
- Practice exams and test taking tips
- The “Real Estate Exam Prep” an online, interactive testing software with over 1300 questions specific to Arizona Laws AND The “Real Estate Exam Prep Terms” with over 700 e-flashcards (\$68. value)
- The 9 hr. Broker Management Clinics #1, 2 and 3 required for licensing (\$135 value)
- School Exam ~ In Person Only. The exam may be taken as often as necessary to achieve success.
- Fingerprint Clearance Card application assistance
- ADRE license application assistance

Please refer to page 6 of this *licensing guide* for the payment and refund policies of the school.

For information about the school, hours of operation, attendance, exams, scheduling, technology or financial issues, please call 520 327-4218 or 520 382-8790.

Or email education@tucsonrealtors.org

Student Name _____
print

Student Signature _____

Date _____

Marti Barnewolt, Administrator

Marti@tucsonrealtors.org

For your payment convenience, the credit card authorization form is attached.



Credit Card Authorization Form

Information

NAME: _____

PHONE NUMBER: _____

EMAIL: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

CARD TYPE: _____ VISA _____ DISC _____ MC

CREDIT CARD #: _____ EXP: _____

CVV: _____

BILLING ADDRESS: _____

CITY, STATE, ZIP: _____

NAME ON CARD: _____

Tucson Association of REALTORS®

90 Hour Broker Licensing Pkg.		\$695.00
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I authorize Tucson Association of REALTORS® to charge my credit card for agreed upon purchases as identified above.

SIGNATURE: _____